



www.hendersonmillpta.org

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Henderson Mill Elementary PTA Executive Committee 2011 – 2012

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Co-Presidents Elect: *vacant*

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Henderson Mill Elementary School
Administration and Staff

Current email addresses for faculty and staff can be found at
www.dekalb.k12.ga.us/hendersonmill/faculty

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STUDENT HANDBOOK

MISSION STATEMENT

In a safe and nurturing environment, the mission of Henderson Mill Elementary is to foster a partnership between home and school that maximizes students' social, emotional and academic growth in a global society.

Our vision is: With high expectations and a challenging curriculum, we are committed to pursuing academic excellence and creating independent and productive citizens in a complex society.

THE HENDERSON MILL CREED

At Henderson Mill we will respect all people and value everyone's right to an education. We will learn to make appropriate choices in our work, our relationships and our behavior. We will strive to be the best that we can be.

DISCIPLINE AND GUIDANCE

Parents have the primary obligation of laying the foundation for proper behavior. Parents and/or students are provided a copy of the *DeKalb County Student Rights and Responsibilities* that they are asked to read, discuss and support. In addition, the counselor teaches each student the contents of the brochure and tests their knowledge. She also provides various counseling services.

Children cannot learn effectively without proper discipline. No pupil has the right to interfere with a fellow pupil's right to learn.

The discipline program includes four basic rules, underlying those in the county and the school's student

handbook on discipline, which are to be followed in each classroom and throughout the school:

1. Be prepared.
2. Do assignments.
3. Follow directions.
4. Respect your own and others' rights.

If a student chooses to break a rule, the following consequences will occur:

- 1st Offense.....Reminder
- 2nd Offense.....Time-Out
- 3rd Offense.....Action Plan, written in room
- 4th OffenseReferral sent home
- 5th Offense.....Administration

**Note: All severe offenses will be sent directly to a school administrator.*

About Henderson Mill Elementary School

Welcome to a world of learning! At Henderson Mill Elementary School we strive to ensure that our children receive an excellent education. Our student body is diverse, with many different countries represented. Henderson Mill students do well, and are recognized for their achievement in numerous activities representing the school. PTA membership is always at or near 100%. Our local School Council continues to support school improvement goals. We invite you to visit one of the best schools in DeKalb County at Henderson Mill.

The mission of the students, parents, staff, and community of Henderson Mill Elementary school is to provide a nurturing environment that will promote wise decision-making, build character, celebrate diversity, and create a lifelong love for learning. With high expectations and a challenging curriculum, we are committed to creating independent and productive citizens in a complex society.

UNIQUE ASSETS

At Henderson Mill Elementary School

Activities Offered To Students:

(Note: some require payment)

Academic Boosters/Awards Program

Academic Bowl Team

Accelerated Reader Program

Afterschool Art and Dance

Birthday Book Program

Candlelight Luncheon

Citizen of the Month

Discovery Program

Environmental Club

Engineering Partnership and Curriculum

Field Days

Geography Bee/Spelling Bee

Helen Ruffin Reading Bowl

International Festival

Junior Beta Club

Legos /Robotics Club

Mentoring Program

Music, Art, and Choral Music

Physical Education Club

Physical Education Hall of Fame

Recycling Program

Reflections

SHAPE Program

Small Fry Hatchery Program

STEM (Science, Technology, Engineering, Mathematics)

The Chess Club

HMES POLICY AND INFORMATION

(listed in alphabetical order)

ABSENCES AND TARDINESS

Students should not arrive before 7:15 a.m.

The teacher in charge dismisses bus riders from the cafeteria at 7:30 a.m.

A student who reports to school after 7:45 a.m. is tardy. Parents or guardians must come in the office to check in their child. Repeated tardiness may result in a referral to the counselor/social worker. A pupil who is absent or tardy is responsible for requesting make-up work for the time missed. Parents are to send in a note indicating why their child was absent. Parents may call the school office or send a note to the teacher to request books and make-up assignments. Please call by 9:00 a.m. so that teachers will have enough time to assemble the work and send it to the office to be picked up by the end of the day.

BUS BEHAVIOR

Unruly behavior on a bus will not be tolerated. The safety of all students on the bus is jeopardized when a student misbehaves. Repeated behavior referrals may result in suspension from the bus and from school.

CAFETERIA RULES

Good behavior in the cafeteria is necessary to ensure a happy, relaxed lunch period for all. Quiet talking is allowed. Lunchroom aides supervise more than two hundred students at a time. Therefore, the following rules are necessary for a pleasant environment.

Use correct behavior entering and leaving the cafeteria:

- Stand in line quietly
- No pushing or breaking in line

Remain seated in proper manner:

- Knees under table
- Sit properly in chairs and on stools (no bouncing)
- Follow seating chart

Use good table manners:

- Speak softly to those at your table only
- Remain silent during music
- Ask for assistance by raising your hand

Leave area clean:

- Carry tray and all trash when your teacher comes to pick you up
- Reading materials, teacher assignments or quiet games may be used after eating

When rules are broken a monitor will:

- give a verbal reminder
- assign student to the quiet table located in the cafeteria
- report name of student to teacher for consequences

CARE OF THE BUILDING AND GROUNDS

Pupils are expected to exercise proper care in the use of school facilities, furniture, and equipment. A pupil will be expected to make financial restitution for deliberate destruction of school property.

A DeKalb County ordinance prohibits the use of motorized vehicles (including mini-bikes and go-carts) on school grounds or the School Community Park.

COLLECTION OF MONEY

Collection of money for field trips or cultural arts events must have the approval of the principal. Money is to be

turned in to the school office by the teacher when brought in by the child. No student is restricted from participation in school-sponsored educational events due to financial difficulties. Financial assistance can be arranged by sending a note or making a call to the principal.

COURIER

A courier envelope comes home each Thursday afternoon. Check for notes from the teacher. Look over your child's work with him/her. Ask your child what steps she/he plans to use to alleviate any deficiencies. Write a note back to his/her teacher, if desired. See that your child returns the envelope the following day with the parent's signature. Lost envelopes can be replaced for 25 cents in the school office.

DRESS FOR SUCCESS

It is our belief that student dress makes a statement about the student's respect for himself and for an education. There appears to be a direct relationship between dress and behavior. We would like for each student at Henderson Mill to take pride in himself/herself and our school. Students who come to the school dressed in an inappropriate manner, in violation of the dress code, will be asked to call their parents to bring appropriate clothing to the school, or to pick them up to make a change. Students are expected to be clean, neat and appropriately dressed at all times.

1. Mid-thigh length shorts may be worn. No short mini skirts. Tight "leggings" are not allowed unless the outer garments cover mid-thigh. No biker shorts.
2. Tube tops, strapless tops, spaghetti straps, low cut shirts, halter tops, half or cut-off shirt, and fishnet tops are not allowed.

3. Overalls or garments with bibs must be worn with both straps attached over the shoulders. All shirts must be worn appropriately.
4. Pants must be worn correctly, not low on the hips or reversed. Baggy pants or pants with holes are not permitted. Belts should be worn.
5. Shoes with laces tied must be worn at all times. Some type of athletic shoe is appropriate.
6. Students will not be permitted to wear clothing, buttons, pins, hats, etc. with suggestive words or pictures, related to drugs, sex, alcohol, cigarettes, or profanity. All clothing and jewelry must be tasteful and nondistracting.
7. No hats, headbands, scarves, gloves, large jewelry, or sunglasses will be worn inside the building. Hats may be worn on designated spirit days.
8. All jackets and sweaters should have the student's name clearly printed inside.
9. School colors (optional but recommended) are:
Tops - White, any color of blue (solid colors)
Bottoms – Khaki, black, navy, denim

DOCTOR OR DENTAL APPOINTMENTS FOR STUDENTS

Parents are urged to make their children's dental, medical, and other appointments after school hours and on Saturdays, teacher workdays, and holidays. Please avoid test days that are listed on the calendar and in the PTA Newsletters.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed

permission form from a parent or guardian is required for all field trips (may be the Blanket Permission Form signed at registration). Parents sometimes accompany groups. County buses are provided for Fernbank Science Center. Money may be requested for other field trips. No child is denied participation due to financial hardship. Assistance is available through the principal's office. Please send a note explaining need to the principal.

FIRE AND EMERGENCY DRILLS

The school cooperates with state and local authorities and Fire Department officials. One fire drill per month and at least two tornado drills per year are practiced.

Security is a top priority. Special drills may be planned during the year.

HOMEWORK

Homework is used to reinforce the instructional program, to stimulate independent study habits, to develop responsibility and self-direction. Homework is the child's responsibility. The parent should encourage the child to fulfill this responsibility and provide a suitable study area. Graded papers will come home each Thursday by courier. Sign the envelope and return it the next day. Generally there will be no homework assigned on weekends, ITBS/CRCT Testing Sessions, and over holidays or on PTA nights unless it is a long-range assignment.

LEAVING SCHOOL BEFORE THE END OF THE DAY

A pupil is not allowed to leave the school grounds without written parental permission. A parent must check students out of school from the office rather than going to the child's classroom. Please use the sign-out book on the front

counter. Students who return to school must be signed in through the office.

If you must pick up your child prior to the end of the school day, please do so **before 1:30**. This way there will be limited interference with the dismissal of the other students and the buses.

LOADING AND UNLOADING STUDENTS

Parents are requested to drive very carefully in the school driveway, and to exercise caution when loading and unloading students. Please observe the following rules to insure the safety of your children:

- Arrive no earlier than 2:20 p.m. to give buses time to load and leave the drive. All Students must be picked up by 2:30 p.m. daily.
- Avoid parking in the designated handicapped parking areas.
- Stay in a single line of traffic on the school side of the driveway while loading and unloading students. Don't allow your child or children to run between other cars to get to and from the sidewalk.
- Load and unload students on the sidewalk side of the driveway as close to the canopy as possible. Do not wait for patrol members to open the car doors except on rainy days.
- During bus loading/unloading times do not leave your car parked along the school side of the drive (yellow curb area before 7:45 a.m. or from 1:45 p.m. - 2:45 p.m.). Never park on the left curb. This blocks student exit/entrance.
- Do not block buses by double parking in driveway.
- Do not block the dumpster or the kitchen entry.

The hazardous conditions connected with loading and unloading students increase on rainy days. Please be especially cautious on these days. Courtesy and patience are essential on bad weather days.

LOCAL SCHOOL COUNCIL

Our Local School Council meets a minimum of four times a year to discuss topics that impact student achievement, student safety, etc.

LOST AND FOUND ARTICLES

A container is located upstairs for lost and found articles. Lost items are placed on a table periodically before PTA meetings. Items will be donated to a charitable organization at the end of each semester. Please label all personal belongings with the child's name. Encourage your child to check the Lost and Found regularly for missing items.

MEDICAL REQUIREMENTS

Georgia law requires that each child who enters school for the first time must have ear, eye, and dental examinations. The child must be immunized against Diphtheria, Whooping Cough, Tetanus, Poliomyelitis, Rubella (red measles), German Measles, Hepatitis B, Varicella, and Mumps. These immunizations must be recorded on Form 3231. This form is necessary to enter or attend school in Georgia. You may go to the County Health Department or to your own doctor for Form 3300 for dental, vision, and hearing screening.

CONTAGIOUS DISEASES

Head lice, strep throat, staph, "pink eye", impetigo, chickenpox or fever of 100 degrees or higher should be cleared up before returning to school. In some instances the school may require a written statement from the doctor to re-admit the child to school.

In the case of illness or emergency during school hours, the clinic will call the parents or the person listed on the records to come for the child. In case of a serious accident, action can come only at the direction of the parent.

Parents are encouraged to sign a release form to be kept in the office in case of an emergency. Additional emergency contacts are essential.

MEDICINE

Any medication must be administered in the school clinic. A doctor's written instructions, including time, dose, and parental permission must be on file in the clinic. Parents should bring medication directly to the clinic. All medication should be in original prescription bottle with the child's name. Special medical permission forms are available from the clinic and are required for all medication. Advil, Tylenol, etc. will not be provided by the school.

MESSAGES AND FORGOTTEN ITEMS

Parents are requested to bring student messages or forgotten items to the office and place them on the counter. Students are not allowed to call home for homework that has been forgotten. Students will be instructed to check in the office during the day for any forgotten items. By using this procedure it will not be necessary to interrupt a class.

MONEY/PERSONAL PROPERTY

Students should not bring large amounts of money or valuable items to school. The school is not responsible for money or personal property of students.

PARENT VISITS

All visitors must enter the front door and sign in at the school office to receive a special badge. This will assist us with building security. Parents may not go directly to their child's room. Parents are encouraged to visit the school for conferences and other special assemblies and activities.

Teachers are required to have at least two parent conferences annually. Appointments may be made by calling the office, writing a request on the outside of the courier or sending a note to the teacher. Teachers may schedule time with parents before 7:40 a.m. or after 2:45 p.m. Class time is not to be interrupted by parents going directly to a teacher. There will be one day each semester when conferences may be scheduled after 2:30 p.m.

PARENT-TEACHER ASSOCIATION (PTA)

The PTA of Henderson Mill is a vital link in the operation of the school's program. Monthly meetings, starting with the annual Open House in August, provide opportunities for parents and teachers to meet and get to know one another. Monthly meetings provide information and programs on a variety of topics. They often include student performances. All parents and teachers are encouraged to not only join the PTA, but also actively participate by volunteering to serve on one of its committees.

PROGRESS REPORTS & REPORT CARDS

At the end of each semester, elementary schools issue reports which indicate the child's academic progress, attendance, habits and conduct. A Progress Report is issued every six weeks.

Parents may request a conference with a teacher. Working together, students can be guided to analyze which steps they can take to improve areas of concern.

The following evaluation key is used:

- A = 90 – 100 Excellent I = Incomplete
- B = 80 - 89 Good E = Excellent
- C = 71 - 79 Fair S = Satisfactory
- F = 69 & below Failure U = Unsatisfactory

SCHOOL CALENDAR

Copies of the School Calendar are available on registration day or in the school store during the year. The school year includes a minimum of 180 days of instruction. Days missed due to weather may be made up. Students will not attend school on scheduled teacher workdays, professional days or seasonal holidays. The county calendar is printed in your PTA calendar.

SCHOOL DAY SCHEDULE

The first day of school is a full day with breakfast and lunch served as usual. For pre-K through grade five, the hours are from 7:45 a.m. to 2:15 p.m. Dismissal times are staggered to facilitate safe movement of students. First load buses leave at 2:15. Walkers and parent pick-ups begin at 2:30 and ends at 2:45 p.m.

SCHOOL PARTIES

School policy permits classes to have a party for Winter Holidays and for Valentine's Day. Students are not to exchange gifts at school. Birthday parties may not be held at school for staff or students. Cupcakes or cookies may be sent with prior teacher approval as a dessert for lunch. Please don't bring whole birthday cakes. Teachers don't have knives nor time to cut and serve. No balloons are to be delivered to school. The School Directory, sold by the PTA, will have class names and addresses to help you plan your home parties. Do not bring invitations for birthday parties to school.

STUDENT INFORMATION UPDATE

Inform the school office immediately of any changes of phone number, work, home, or emergency number you have listed. If you are moving out of the Henderson Mill area, please advise the school office 3-5 days in advance to

guarantee withdrawal records will be ready for parent signature on the child's last day.

STUDENT SUPPLIES—PTA SCHOOL STORE

Students are expected to bring certain supplies to school. Items such as pencils, paper, folders, crayons and many others are available before school hours in the PTA School Store. A supply list will be included in your registration packet. Parents are requested to see that their child has necessary supplies daily, as class instruction is interrupted when a child has to borrow supplies.

TESTING PROGRAM

Kindergarten GKAP Student performance

Grades 3-5 CRCT (spring)

Grades 1, 3 and 5 COGAT Aptitude Test and ITBS (fall)

Grade 5 Writing Assessment (spring)

TEXTBOOKS & MEDIA CENTER

Textbooks belong to the State and are expected to be used for six or more years. In order that our books may serve that length of time, we ask that parents assist by covering the child's books and by impressing upon their student the need to properly care for books. The teacher will write the student's name in the book, and, if any other writing appears, or if the books are damaged in any way, the book/damages must be paid for before a new book can be issued. The teacher records the book's condition at the time of issue. Full price is charged regardless of book's age.

A qualified media specialist staffs the media center. It contains a balanced collection of books, which meets the standards of the Southern Association of Colleges and

Schools. The Media Center is available to students from 7:15 a.m. – 3:00 p.m., providing time for use before and after school. Volunteers are needed and welcomed by the Media Specialist.

AFTER-SCHOOL ACTIVITIES

After school care is provided from 2:30pm to 6:00pm. Any student authorized to work with a teacher after school must be picked up by a parent by 3:00 p.m. Pick up must occur by 3:00 to ensure student safety. Only those students involved in after school activities will be allowed to remain on the school campus. Pre-K through 4th grade children may not wait for older siblings involved in after-school activities unless approved by the teacher/principal.

SCHOOL SERVICES

LUNCH PROGRAM

Our lunchroom serves well-prepared meals. Lunch price is \$1.75 per day and milk is \$.65. Do not send cash! If more than one child is in school, parents may send one check to cover all lunches. Please note on the check each child's name, teacher's name and 5 digit ID number. County policy permits only three charges. Children with more than three charges are given an alternative lunch. Monthly and weekly payments are accepted in advance.

You may also pay for your child's lunches via www.mylunchmoney.com, which accepts credit and debit cards as payment. Paid days are carried forward if a meal is not taken (absence or choice). Extra milk is 40 cents. Apply for free or reduced lunch on the day of registration or when parents' job status changes through the school office. Forms for these programs must be completed at registration or when a family experiences financial crisis. Each form will be

checked to assure complete data and prompt service. Adult lunch cost is \$2.80, and parents should send a note to their child's teacher for a reservation. During the school year special notices will be sent out for parents and grandparents to join their child for lunch. Breakfast is \$1.15 and is served 7:05 – 7:35 a.m.

SCHOOL BUS TRANSPORTATION

Buses are provided for special education students and for students who reside at least one and one half miles from school. Please pin your primary-age child's name, phone number, and bus number on his clothing for the first week of school. Specific schedules are available on Registration Day for local students and are mailed to non-local students. Routes are also posted on the DeKalb School website.

SCHOOL AND COMMUNITY

PARTNERS IN EDUCATION

HMES has many Partners in Education including Chik-fil-a at Northlake Mall, Jason's Deli, Napoleans, etc. pledged to work together to benefit the children of Henderson Mill and to enhance their awareness of the business world and the relationship of academic effort to future success.

THE FOUNDATION

The Henderson Mill Elementary School Foundation was formed to help support the financial needs of the School. The purpose of the Foundation is to support the school's programs and mission by raising funds beyond what the PTA and county provide and to support the STEM and SHAPE programs. An application was submitted to the IRS requesting tax-exempt status summer 2011. For more information visit **www.hmesfoundation.org**

WAYS TO STAY INFORMED

PTA Website www.hendersonmillpta.org

This site is updated on a regular basis regarding information on school and PTA events and activities. In our effort to "Go Green", the monthly newsletter, forms, business meeting minutes and other information will be available for viewing.

EMAIL DISTRIBUTION LIST

We have an e-mail listserv that is administered via Just Between Friends. Please verify your account when you are first registered so that you will receive these notices of HMES events. Emails will be sent by the PTA providing information on upcoming dates, events, and general news. Check www.hendersonmillpta.org for more information.

SCHOOL WEBSITE

www.dekalb.k12.ga.us/hendersonmill/ is the DeKalb County School System website for Henderson Mill Elementary. You can search for Accelerated Reader books can be found here as well as other school related information.

TEACHER/STAFF EMAIL ADDRESSES

(teacher first name_mi_last name@fc.dekalb.k12.ga.us)

Email addresses can be used to report absences, request conferences or homework assignments. Email addresses can be found in the school directory or on the school website.

WEEKLY COURIER AND PLANNER

Always check your child's school bag **daily** for the Class Planner for important information from your child's teacher. Each Thursday you will also receive the school's Weekly Courier for important papers, notices and information.

Remove all paperwork, sign the front of the envelope and return to your child's teacher each Friday.

SCHOOL NEWSLETTER

Weekly newsletters are sent home each Thursday in the courier and contain the most up to date calendar, announcements, general information and school events. Please read your school calendar for the latest updates! To reduce waste and paper usage the newsletter will be printed the 1st and 3rd Thursdays of each month beginning in September 2011. Parents will still receive their child's weekly grade-level newsletter. Notices will be sent via email weekly.

FUNDRAISING OPPORTUNITIES

Boxtops for Education: a special coupon on many food products. Please **cut out the coupon on the dotted lines** and send in to school. Each one is worth 10 cents.

Grocery store cards: a percentage of your purchases are donated back to Henderson Mill Elementary when you use your Publix commitment cards. You can pick these up on Open House or in the front lobby.

United Fundraising Gift Wrap: Wrapping paper, candies and gifts – our big fall fundraiser! Half of the proceeds from products sold comes back to Henderson Mill Elementary.

Local Business Contributions and Partnerships: RBC Bank, Northrup Gumman, AMEC, Best Buy at Northlake, Home Depot and other area businesses.

Support Through Spending: Check with local vendors to register for support of your school through the Target Red Cards or donations made through utility bills through Georgia Natural Gas (TruBlue Schools Program).

School Events: special events are held during the year to benefit special programs, teacher funds, equipment, supplies and general PTA fund. Those include: Spring Carnival, Book Fair, Fun Run, Dance, etc. Events are listed on page 25.

Spirit Nights: local restaurants donate a portion of the purchases on specific dates and time periods. Donations can be up to 10% of the evening's purchases. These nights will be announced via the school newsletter, calendar, and website. Spirit Nights' Supporters: Jason's Deli, Chick-Fil-A and Stevi B's

PTA COMMITTEES

Committee	Description
Accelerated Reader	Assists with the Accelerated Reader computer program, which promotes reading for grades K-5.
Book Fair	Organizes Scholastic Book Fair in conjunction with HMES Media Center to encourage reading.
Bulletin Boards/Trophy Case and Display Cases	Designs/decorates PTA bulletin boards; maintains/decorates front lobby cases and displays on behalf of PTA programs
Career Day	Plans and coordinates activities involved with Career Day, a day when adults representing various careers come visit with students and talk about their careers.

Carpool	Coordinates parent volunteers who assist with morning carpool.
Directory	Produces and distributes a directory including all students' names, addresses, telephone numbers and e-mail addresses, faculty and staff telephone numbers and e-mail addresses, and home room lists.
Discovery Game Night	Coordinates activities such as set up and prizes for Bingo Night, which is hosted by our Discovery Program.
Environmental/ Outdoor Education	Coordinates activities that promote environmental awareness and education (outdoor classroom). Examples include increasing recycling at the school and working with classes on gardens.
Field Day	Assists P.E. teacher in organizing volunteers to help serve refreshments and oversee the sports events. Scheduled in May.
Fifth Grade Sponsors	Plans and staffs special fundraising for 5 th grade, end of year celebration and other 5th grade activities.
Fun Run	Coordinates 1 mile Fun Run and race for HMES neighborhood & community.
Gift wrap/catalog sales	Assists/Coordinates and implements gift wrap sale in August/September. Proceeds of the sale benefit PTA programs.
Grants/Funding	Finds funding opportunities for which HMES is eligible and manages awarded grants.
Grounds, Building & Playground	Maintain the beauty of our school and surrounding area and coordinates clean-up days though out the school year.
Henderson Happening	Plans/ coordinates activities for Henderson Mill Happening, a fall carnival which takes place on the Friday before Halloween and proceeds benefit teachers directly.
Hispanic Parent Outreach	Bilingual parents that are available to assist with interpretation at school functions and help

	communicate school initiatives to Hispanic families. Occasional translation of PTA and classroom documents.
Hospitality	Coordinates numerous events though out the year such as the Pastries with Parents, Career Day Coffee, as well as Teacher Breakfasts.
International Night	Coordinates an evening that celebrates our school's diversity with a potluck and entertainment from families who want to share their cultures.
Media Center	Assists the Media Specialist by coordinating programs including Birthday Books, the Book Character PTA Program in November, and the library volunteer program.
Math Superstars	Works with student body and to promote the math superstars program, coordinates parents who correct work, manages paperwork and tracks "stars" earned by students.,
Pastries with parents	Coordinates a morning in the fall during book fair which celebrates the importance of parents and guardians in the students' life with breakfast in the cafeteria before school.
Newsletter	Publishes and reproduces the weekly newsletter. This publication is sent home with students in the Thursday courier.
Partners in Education	Establishes partnerships with local businesses for fund-raising events, such as restaurant Spirit Nights or support for improvement projects.
Public Relations & Marketing	Promotes upcoming school events to local newspapers and magazines. Distributes fliers to area preschools to promote kindergarten roundup and assists with kindergarten roundup. Committee members conduct school tours as requested.
Reflections	Publicizes and coordinates PTA Reflections program, which promotes literacy.

Room Representative Coordinator	Organizes room parents for each homeroom. Coordinates Grade Level activities (ex. Wonderful Weds and Henderson Happening
Safe Routes	Coordinates and promotes “walk to school day” events in fall and spring (sets up “welcome” sign in table and refreshments).
School Picture Day	Coordinates/schedules helpers for days with individual pictures of students in the fall and classroom pictures in the spring.
School Store	Stocks and runs store (Friday mornings) where students can purchase classroom supplies.
SHAPE/Healthy Living	Coordinates initiatives designed to increase awareness and access to the importance of healthy foods and exercise/movement.
Small Fundraiser	Coordinates and implements various fundraising activities to benefit HMES students and faculty. (my coke rewards, box tops for education, etc.)
STEM Initiatives	Works with staff and teachers to implement and build partnerships for the STEM (Science Technology Engineering Mathematics) Curriculum
Spirit Nights	Parents who help with sign up, marketing and reminders of spirit nights (Jason’s Deli, ChickFila, Stevie B’s,etc.)
Spring Fundraiser Spring Carnival	Brainstorms and comes up with HMES's large spring fundraiser (spring carnival or auction). Spring Fundraiser held in March. Proceeds from the event go towards providing supplemental programs
Teacher Appreciation	Plans and implements special activities to benefit the faculty and staff during a week in early May. Daily events conclude with a luncheon on Friday of that week.
Teacher/Employ ee of the Month	Recognizes HMES’ teacher of the month with newsletter announcement, in-house announcement and small gift for recipient.

Volunteer Organization	Coordinates and contacts volunteers from parent population for events, activities and other needs of committees, teachers, etc.
Website	Responsible for maintaining the PTA pages at www.hendersonmillpta.org

HENDERSON MILL ELEMENTARY’S EVENTS AND ACTIVITIES

(check calendar listed or online for updates)

Awards Day: A morning in the spring to celebrate the achievements of all of our students.

Book Fairs: A Scholastic Fair in the fall where students and parents can shop for books and a used book fair in the winter open to the community.

Campus Clean-Up Days: Several times a year Henderson Mill Elementary invites parents, teachers, students and the community to help spruce up around our school.

Candlelight Luncheon: Give thanks and celebrate the holiday season – come eat lunch with your child by luminary light.

Career Week: Presentations to each class are provided by a variety of parent and community volunteers to emphasize the relationship between school subject, character traits and career choices. Dress up days are included.

Curriculum Night: Meet the teachers and staff and learn about the curriculum offered in each department.

Field Day: Classes spend the day outside with their teachers and peers participating in a variety of athletic and fun events.

Fun Run 5K: The Fun Run is open to all Henderson Mill Elementary families and the community. A family friendly walk/run in March with proceeds supporting ongoing PTA projects and events.

Henderson Happenings, October: A true fun atmosphere of carnival-type games, food, haunted house and more! Wear your costume for the grade-level costume contest.

International Night: A family night with each grade representing different countries – we celebrate cultures from all over the world with food, fun and music.

Musical Programs: Special musical productions held throughout the year, varies by grade, directed by our musical teacher Ms. Mann

Open House: The week before school begins, Henderson Mill Elementary opens its doors to all parents and students. This is an opportunity to see the school, visit your classroom, meet your teachers, sign up for the PTA and volunteer for committees and programs.

Reflections: Reflections takes place during the fall semester. Students prepare an entry in visual arts, literature, music or photography. Entries are judged at the local level, with the top winners in each category moving on to the next level(s) of competition (i.e., county, state, and national competitions).

School Pictures: Smile! Individual pictures taken in the fall. Class Pictures are taken in the spring.

Spirit Nights: Chick-fil-A at Northlake Mall or Steve B's at Briarlake Village or Jason's Deli Northlake. Take a night off from cooking and support your school! Several evenings during the year Henderson Mill Elementary families are welcomed to come together for dinner at one of our school sponsors for dinner. This is a fun time to get together with

other Henderson Mill Elementary families. A percentage of the food sales is donated back to Henderson Mill Elementary.

Walk to School Day: Promote fitness and friendship by walking or biking to school on this day. This awareness day encourages all students to walk to school.

Clubs, Teams and Groups At Henderson Mill Elementary School

5th Grade Safety Patrol

Art Club

After School Basketball

After School Volleyball

Chess Club

Computer Club

Dance Club

Dekalb County Technology Fair Team

Drama Club

Environmental Club

Field Crew

Jr. Beta Club

Legos/Robotics

Reading Bowl

Running Club

Sagamore Hills Math Competition Team

Science Olympiad

Signing Club

Spanish Club

Spelling Bee Class Representatives

**HENDERSON MILL
ELEMENTARY SCHOOL
ABBREVIATED CALENDAR 2010-2011**

(dates are subject to change)
Confirm dates online at www.hendersonmillpta.org

2011

August

- 1 DCSS Furlough Day
- 2 Welcome Back Breakfast For Staff
- 3 Open House from 8am – 2pm
- 8 First day of school
- 10 PTA Executive Committee Meeting 4pm
- 15 United Fundraiser Begin
- 22 General PTA Meeting / New Parent Social @ 6pm /
Curriculum Night @ 6:30pm
- 29 United Fundraiser Ends
- 30 Spirit Night (Chik fil-a Northlake Mall)
4:30pm-7:30pm

September

- 5 Labor Day / **NO SCHOOL**
- 7 Wonderful Weds. (5th grade)
PTA Executive Committee Meeting 4pm
- 8 Spirit Night (Stevie B's Pizza) 5:00pm to 7:30pm
- 13 General PTA Meeting / Mathematics Night @ 6:30pm
- 15 Picture Day (Individual Pictures)
- 20 Parent/Teacher Conferences (contact your child's
teacher to setup)
- 20 Spirit Night (Jason's Deli) 4pm to 8pm
- 23 Book Fair Begins
- 24 Book Fair & Family Fun Saturday 10am to 2pm
- 28 Pastries W/Parents 7:00am to 7:45am
- 31 Book Fair Ends

October

- 1 Grounds Clean Up Day / 9am to 1pm
- 5 Wonderful Weds. (4th grade)
PTA Executive Committee Meeting 4pm
- 7 DCSS Furlough Day (**NO SCHOOL**)
- 10 Columbus Day (**NO SCHOOL**)
- 18 Spirit Night (Chik fil-a Northlake Mall) 4:30-7:30pm
- 20 Picture Retakes (Individual Pictures)
- 25 Parent/Teacher Conferences (contact your child's
teacher to setup)
- 28 Henderson Happenings (5pm-8pm)

November

- 1 Jumping Spirit Night (Monkey Joes)
Pre-k and 1st only 3pm to 7pm
- 3 Jumping Spirit Night (Monkey Joes)
2nd, 3rd and 4th only 3pm to 7pm
Gift Card (SCRIPS) Fundraiser Begins
- 4 6-8pm: Family Game Night (Sponsored by The
Discovery Program)
- 8 Spirit Night (Jason's Deli) 4pm to 8pm
- 9 Wonderful Weds (3rd grade)
PTA Executive Committee Meeting 4pm
- 11 Gift Card Fundraiser Deadline (Orders Due)
- 15 General PTA Meeting /Family Potluck @ 6:00pm and
Children's Program @ 6:30pm
- 17 Spirit Night (Stevie B's Pizza) 5:00pm to 7:30pm
- 21-25 Thanksgiving break (**NO SCHOOL**)

December

- 7 Wonderful Weds (2nd grade)
PTA Executive Committee Meeting 4pm
- 8 Candlelight Luncheon
- 13 Spirit Night (Jason's Deli) 4pm to 8pm
- 15 1st Semester Awards Day (time varies by grade)
- 16 Last Day of First Semester

December 19-January 3

Winter Break / NO SCHOOL

2012

January

- 3 DCSS Furlough Day (**NO SCHOOL**)
- 4 Return to school / Second Semester Begins
PTA Executive Committee Meeting 4pm
Wonderful Weds (1st grade)
- 5 Spirit Night (Stevie B's Pizza) 4:30pm to 7:30pm
- 10 General PTA Meeting / International Night @ 6:30pm
- 16 M.L.King Jr. Bday Holiday (**NO SCHOOL**)
- 30 Parent/Teacher Conferences (*contact your child's teacher to setup*)
- 31 Kindergarten Roundup (9-10:30am)

February

- 1 Wonderful Weds. (Prek and K)
- 8 PTA Executive Committee Meeting 4pm
- 10 Class Parties 1-2pm
- 15 Picture Day (Class Pictures)
- 17 DCSS Furlough Day (**NO SCHOOL**)
- 20 President's Day (**NO SCHOOL**)
- 21 Spirit Night (Chik fil-a Northlake Mall) 4:30-7:30pm
- 20-25 National Engineers Week
- 28 General PTA Meeting &
Black History Program @ 6:30pm

March

- 2 Read Across America
- 3 Grounds Cleanup (9am to 1pm)
- 6 Spirit Night (Jason's Deli) 4pm to 8pm
- 7 Wonderful Weds (5th grade)
PTA Executive Committee Meeting 4pm
- 9 Teacher/Student Holiday **NO SCHOOL**

March Continued

- 15 Henderson Mill Elementary Day at Chik Fil-A
(Northlake) 10am to 7pm
- 16 School Dance (Sponsored by 5th Grade)
- 22 PTA Meeting / Science Night @ 6:30pm
- 24 HMES Fun Run
- 27 Jumping Spirit Night (Monkey Joes)
Pre-k and 1st only 3pm to 7pm
- 29 Jumping Spirit Night (Monkey Joes)
2nd, 3rd and 4th only 3pm to 7pm

April

- 2-6 Spring Break (**No School**)
- 11 Wonderful Weds (4th grade)
PTA Executive Committee Meeting 4pm
- 16-20 No TV* Week (*television, digital
recorders/players, electronic devices, games, etc.)

April continued

- 17 General PTA Meeting and
Family Potluck & PTA Elections
- 19 Spirit Night (Chik fil-a Northlake Mall) 4:30-7:30pm
- 21 Spring Carnival

May

- 1 Career Day (Careers in S.T.E.M.)
- 3 Spirit Night (Stevie B's Pizza) 4:30pm to 7:30pm
- 7-11 Teacher Appreciation Week
- 9 Wonderful Wednesday (Prek, K, 1-3)
- 9 Field Day (Pre-k and K)
- 17 Field Day (1st and 2nd)
- 18 Field Day (3rd, 4th and 5th)
- 22 Volunteer Appreciation Breakfast (sponsored by
teachers and staff at HMES)
- 23 2nd Semester Awards Day (time varies by grade)
- 24 **Last Day of School** / 5th Grade Celebration
- 25 Teacher Work Day
- 28 Memorial Day



HENDERSON MILL ELEMENTARY PARENTAL INVOLVEMENT POLICY

Parent involvement is often identified as one of the most important means for improving student learning and achievement. This thought is supported by numerous studies that show increased student achievement as a result of parental involvement. The Center for School Change has compiled a list of suggestions for parents that provides guidance for increasing parental involvement in their child's education. This list (see below) offers a springboard for the parents of Henderson Mill students for increasing their school connections.

At Henderson Mill, parents are eagerly encouraged and readily embraced to participate in virtually what ever way their daily schedule will allow. Realizing that a strong school to home connection benefits not only the child but the school community as well, the faculty and staff of Henderson Mill Elementary are committed to partnering with parents to maximize achievement for all students.

Listed below are ways in which Henderson Mill fosters fruitful communication between school and parents.

- *Hawk's Eye View – PTA weekly newsletter
- *Thursday Courier
- *Grade level or individual teacher newsletter (weekly)
- *Student and Parent Handbook
- *Calendar of Events
- *Henderson Mill Website – DCSS and PTA links
- *Teacher web pages
- *Student Planners (1-5 grades)
- *Conferences with homeroom teachers
- *Homeroom parent coordinator

- *PTA blast (emails sent regularly)
- *Parent/Community Board – Emory LaVista Parent Council
- *School Council meetings
- *PTA meetings
- *Parent Resource Center at Sequoyah Middle School provides a resource center for students and their families
- *Spanish Interpreter here twice weekly
- *Parents receive information related to their child's grade level including the Georgia Performance Standards, Syllabus, mission statement, discipline and attendance policies.
- *Opportunities are provided for parents to assist with our Consolidated School Improvement Plan, which guides instruction and school improvement efforts. (A copy of this plan is kept in the Media Center for anyone to read. In this document, one will find statements that support the claim that we are committed to ensuring a standards-based instruction for all and annual yearly progress along with strong and continuous communication with the parents of our students.)

The Center for School Change Suggestions for Parental Involvement

Come to school to assist.

1. Share information with a student or class about a hobby.
2. Share information with a student or a class about a career.
3. Share information with students about a country you visited or lived in.
4. Tutor one or a small group of students in reading, math, or other area.
5. Help coach an athletic team.
6. Help check a student's written work.
7. Help put out a school or classroom newsletter (can also be done at home).
8. Help sew or paint a display.

9. Help build something (such as a loft in a classroom or new playground).
10. Help students work on a final exhibition or project (can also be done at home or workplace).
11. Help answer the schools' phone.
12. Help plan a new playground for the school.*
13. Help plan a theme-based presentation for students.*
14. Help present a theme-based program for students.*
15. Demonstrate cooking from a particular country or culture to students.*
16. Share a particular expertise with faculty (such as use of computers, dealing with disruptive students).
17. Help students plan and build an outdoor garden or other project to beautify the outside of the school.
18. Help coach students competing in an academic competition (such as Science Olympiad, Math Tournament, Reading Bowl, Chess Club, etc.)
19. Help bring senior citizens to school to watch a student production.

Help arrange learning opportunities in the community.

20. Help set up an internship or apprenticeship for a student at your business, organization, or agency.*
21. Host a one-day 'shadow study' for one or a small group of students about your career in business or some other organization.
22. Go on a local field trip with a teacher and a group of students.
23. Go on an extended (3-5 day) cross-country field trip with a teacher & students.*
24. Contact a particular local business or organization regarding possible cooperation.*
25. Help to create a natural area outside the building where students can learn.

Serve on an advisory or decision-making committee.

26. Serve on the school-wide site council.
27. Serve on a school committee that reports to the site council.
28. Serve on a district committee representing the school.
29. Serve as an officer in the school's PTA.
30. Help organize a parent organization for the school.
31. Help design a parent and or student survey for the school.
32. Help conduct and or tabulate results of a parent survey regarding the school.

Share information or advocate for the school.

33. Serve as a member of a 'telephone tree' to distribute information quickly.
34. Write a letter to legislators about the school.
35. Write a letter to school board members about the school.
36. Go to a school board meeting to advocate for the school.
37. Go to another school to provide information about this school.
38. Help design a brochure or booklet about the school.
39. Help translate information from the school into a language other than English.
40. Help translate at a parent-teacher conference for people who don't speak English well.
41. Provide transportation to a parent-teacher conference for a parent who needs a ride.
42. Write an article for publication in a magazine about the school's activities.
43. Help arrange for a political leader (mayor, city council, state representative, member of Congress) to visit the school.

Increase financial resources available to the school.

44. Help write a proposal that would bring new resources to the school.
45. Donate materials to the school.
46. Arrange for a business or other organization to donate materials to the school.
47. Help with a fundraiser for the school.

Help other parents develop their parenting skills.

48. Help teach a class for parents on ways they can be stronger parents.
49. Help produce a videotape for parents on ways they can be more effective parents.
50. Help write, publish, and distribute a list of parenting tips.

*Columns on these subjects are available from the Center for School Change, Humphrey Institute of Public Affairs, University of Minnesota, 301 19th Ave. South, Minneapolis, MN 55455 (612) 626-1834.

Other ways parents can help improve their child's learning and achievement include:

- Reading to your children.
- Providing a variety of reading materials in the home and frequently take children to the library.
- Promoting school attendance and discourage absenteeism.
- Monitoring children's television viewing.
- Providing a quiet place for children to do homework; help with or check homework every night.
- Encouraging children to participate in learning activities when school is not in session. (Activities that

include parents are found in Summer Home Learning Recipes <http://www.ed.gov/pubs/Recipes>)

- Encouraging children's efforts in school.
- Helping children choose appropriate preparatory courses in middle, junior high, and high school.
- Remaining aware of the importance of parent involvement at the secondary school level and continue to stay involved.
- Keeping in touch with children's teachers.
- Participating in school-improvement efforts and join advisory or decision-making committees.

Employers of Working Parents:

- Encouraging and supporting employee and family involvement in education. (<http://www.ed.gov/pubs/BusinessGuide>).
- Allowing employees occasional time during the work day to attend school conferences or volunteer at their children's schools.
- Developing work strategies (<http://www.ed.gov/pubs/EmpFamEd>) that enable parents to become involved in schools.

Notes: