



## **Savannah River Academy Family Handbook**

### **School Hours**

Savannah River Academy's school hours are 8:00 a.m. to 3:30 p.m. Monday through Friday. After Care ("SOAR") runs from 3:30 p.m. to 6:00 p.m. If you would like to speak with any faculty or staff member, please feel free to call the main number at 706-729-4462. For faculty members who are in class, we will be happy to deliver a message. Incoming messages for a child or a teacher will be delivered at a convenient time. Except in cases of emergency or sudden change of plans, please make after-school arrangements with your child prior to the start of the school day.

### **Emergency Closings**

When weather or other conditions indicate the possibility of a change in the normal operation of Savannah River Academy, parents, teachers, and students receive information by several means:

- Bloomz: In the event of a school closure or opening delay, a Bloomz message will reflect the most current information.
- Facebook: Closures will be posted on our Facebook page.
- Local Media: Savannah River Academy will also attempt to notify local radio and television stations in the event of a school closure or opening delay. You may tune in to the following stations for details: WJBF Channel 6 ABC, WRDW Channel 12 CBS, WAGT Channel 26 NBC
- Email announcement

### **School Visitors**

Parents and all other visitors are welcome to be a part of our school day. Visitors must sign in at the office desk.

### **Lost and Found**

Please label all personal items, especially all outerwear such as coats, jackets, and sweaters, so they can be claimed if lost. If an item with no name is found, it will be placed in the Lost and Found in the school office. Unclaimed items are donated to a charitable organization at the holiday break and at the end of the year.

### **Tuition**

Annual tuition charges are set each year by the Savannah River Academy Board of Trustees. Tuition may be paid annually or in two installments by arrangement with the school. Questions

concerning your account may be directed to [stephanie.mcwhorter@savannahriveracademy.org](mailto:stephanie.mcwhorter@savannahriveracademy.org). In times of financial distress, special arrangements concerning tuition may be made in order to allow a student to complete the entire school year. If tuition payments become more than one month overdue, the school will contact the responsible party. Any further delinquency may jeopardize a student's enrollment at the school.

### **Withdrawal from School**

All students are accepted for a complete school year. No refund of tuition will be made because of withdrawal, absence, or dismissal.

### **Re-Enrollment**

In February, re-enrollment contracts will be sent to parents. Parents may reserve a place for returning students by completing and returning the form and re-enrollment fee by the announced deadline. Priority registration is given to returning Savannah River Academy students and siblings.

### **Student Records**

A permanent file for each student is kept in the school office. Records can be sent to parents or schools with a written request from parents or legal guardians. Records are sent to other schools only by written request from the incoming school and signed by the parent or guardian.

### **School Attendance**

Students are expected to be at school by 8:30 a.m. Students arriving between 8:00 and 8:30 should proceed to the Commons where they will be supervised until time for class. Students will be greeted from 8:00 to 8:30 a.m. at the Savannah River Academy's main entrance. Upon dismissal, at 3:30 p.m. all students will report to carline. Faculty members will be on duty to supervise the loading of cars at dismissal. If your child must be picked up by someone other than those authorized by you, you must provide prior written consent. If there are any custody restrictions regarding who may pick up your child, please be sure that a copy of the relevant court order is on file in the office.

### **Absences**

Absence from school is sometimes unavoidable due to illness, medical appointments, family commitments, or emergencies. Parents are requested to notify the school office when a student will not be reporting to school. If an absence is anticipated, parents should notify the school as soon as possible. Upon their return to school, students will be allowed to make up work in the same number of days that they were absent. In the case of excessive unexcused absences, the school may elect to decline re-enrollment.

### **Early Dismissal**

If a student must be dismissed early due to an illness, a medical appointment, or an emergency, a parent must come to the office to sign the student out. If it is known in advance that the student will need to be dismissed early, a written note should be sent to the school. If medical or

dental appointments must be scheduled during school hours, please make every attempt to schedule the appointment after 12:30.

### **Late Arrival**

Prompt arrival at school allows students to begin each day with their best foot forward. Students are considered tardy if they are not in the Commons by 8:30. In cases of excessive tardiness, the school reserves the right to decline re-enrollment.

### **Carline Procedure**

Morning Carline is 8:00 to 8:30 a.m. Parents enter and bear to the right. Pull up in front of the school building under the portico. Children may exit cars on their own in front of the school door or wait until a teacher opens their car door. If a parent prefers to park and walk their children into the building, they may do so, but we ask that your parked car does not block the flow of the carline traffic. To exit, keep driving past the school door and turn left to drive around the sports court and back to the main entrance/exit on South Old Belair Road.

Afternoon Carline is 1:00 or 3:30 p.m. depending on program choice. Parents should line up in front of the school building pulling all the way up to the first orange cone. Teachers will escort students to cars. NOTE: Please display your student's carpool number in the front window to help expedite carline. If your child will be picked up by someone other than those authorized by you on the Student Information Form, you must provide prior consent. If there are any custody restrictions regarding who may pick up your child, please be sure that proper documentation is on file in the school office.

## **Technology**

### **Technology and Acceptable Use Policy**

Before using technology, Savannah River Academy students will be instructed on the appropriate use of technology and information. Infractions against the policy will be considered a serious disciplinary issue. The guidelines provided are:

- I will use the technology provided at Savannah River Academy only with a teacher's permission and only for school purposes.
- I will not download or install software on school devices.
- I will only log on to the networks and applications using my own username and password, and I will access only my own files.
- I will not reveal my username or password to anyone else.
- I will access only internet resources that are appropriate and relevant to my work.
- I will not browse, download, upload, or forward material that is offensive or illegal. If such material is accidentally accessed, I will report it immediately to my teacher.
- I will not communicate personal information such as name, phone number, or address on the internet.
- Images of students and/or staff will be taken, stored, and used only for school purposes and may not be distributed outside of the school.

- I will ensure that any online activity, both at school and away, will not cause harm or distress to my school, the staff, the students, or anyone else.
- I will not attempt to bypass internet firewalls or network security.
- I understand that my internet use could be monitored by school staff.
- I understand that these rules are designed to keep me safe and to protect the safety and security of the Savannah River Academy community. Infractions will not be tolerated and will be met with disciplinary action.

### **Misuse of Passwords/Unauthorized Access/Malicious Use**

Students are prohibited from:

- trying to gain access to another student's accounts, files, or data
- attempting to destroy hardware, software, data, or to circumvent the screening tools
- use of any form of anonymous and/or false communications or spamming

## **Savannah River Academy Academic Policies**

### **Conferences**

Formal conferences are scheduled twice each school year, once in the fall and once in the spring. Conferences may also be requested by teachers or parents at any time throughout the year.

### **Intent to Homeschool**

For all grades other than kindergarten, you will need to file an intent to homeschool if your child is not participating in the entire program (i.e., Monday through Friday 8:30-3:30). The link to do so is:

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Study-DOI.aspx>

### **Standardized Testing**

Standardized testing is administered to students in grades 3, 5, and 8 each school year. The instrument for testing is the Iowa Basic Skills Test.

### **Textbooks/Other Books**

Textbooks and other non-consumable books are loaned to each student. At the end of the year, the books must be returned in the condition in which they were issued, allowance being made for normal wear. A charge will be made for books that are lost or damaged.

## **Savannah River Academy Student Health and Safety Emergency Preparedness**

Student safety is paramount at Savannah River Academy. Savannah River Academy works closely with local emergency authorities in an effort to ensure the highest level of protection possible for the students in the event of an emergency at the school. All faculty and staff receive

training specific to assigned duties and responsibilities. Each month students participate in a fire, tornado, or lockdown drill to ensure knowledge of all safety procedures in the event of a real emergency. We understand that parent communication is critical during a school emergency. Should an emergency occur at Savannah River Academy, pertinent information and instructions will be provided on our website ([www.savannahriveracademy.org](http://www.savannahriveracademy.org)) and via email and Bloomz. The school's COVID plan is posted separately on our website.

### **Medications and Illness**

School policy requires that a child remains at home when ill for the benefit of the child and the protection of the other students. Children who have had a fever greater than 100°F or who have been vomiting or exhibiting other contagious symptoms within the preceding 24 hours may not be sent to school. When prescription or non-prescription medication must be given to a child at school, a "Permission for Medication" form must be submitted to the office with the medication. The school will not give any medication, including over-the-counter medication, without prior written permission. An adult must take the medication in its original container to the office; the container label must indicate the patient's name and dosage. Under no circumstances should the child keep medications in his/her possession, including a backpack. A child who becomes ill at school will be sent to the school office and should be picked up from school as soon as possible. Should a child contract a communicable disease, parents of the child's classmates will be notified. Please contact the office if your child contracts a communicable disease.

### **Infectious Diseases**

Employees or students must report to the school the occurrence of all serious infectious diseases that may be transmitted in casual settings. To protect the school population, people with infectious diseases are required to report that information to the school as soon as possible so that steps may be taken to avoid further transmission and to assure prompt treatment of others who may be affected. Georgia Law 20-2-771 requires that all children submit Certificates of Immunization. All students must have the Georgia Certificate 3231 form signed by a licensed healthcare provider or the county health department. For students entering from out-of-state schools, please contact the Georgia Health Department or a Georgia licensed physician to have immunizations transferred to the Georgia Certificate (Form 3231). You need to have your immunization record from your state in order to transfer immunizations to Form 3231. All requirements apply to students transferring from out-of-state schools to Georgia schools.

### **Vaccination Requirements**

SRA requires all students to be fully vaccinated following the CDC recommended immunization schedule. Parents must submit proof of vaccination each year using the Georgia form 3231. Exemptions for medical or religious reasons are accepted with the following documentation:

- A medical exemption requires a letter from the child's primary care physician stating which vaccinations are missing and the medical reason why full vaccination is not medically recommended.
- A religious exemption requires a letter from a pastor/leader of a nationally recognized denomination stating that the student's parent/guardian is a member in good standing of

that denomination and that full vaccination of the student would cause the parent/guardian to no longer be in good standing.

### **Mandated Reporting**

Savannah River Academy faculty and staff are required by law to report suspected child abuse and/or neglect. Savannah River Academy provides a safe and nurturing environment in which children may strive to realize the best of their capabilities. In providing such an environment, the faculty and staff are required to monitor the well-being and safety of all students. The policy of Savannah River Academy states that all Savannah River Academy staff members are required to report suspected child abuse or neglect. Professionals and non-professionals must report evidence of non-accidental physical abuse and neglect, sexual abuse, and emotional (or mental) maltreatment of a child by a person responsible for the child's welfare. When reports are made, they are done first and foremost "in good faith" with the safety and wellbeing of the child in mind. All reports issued to Child Welfare Agencies and/or Law Enforcement Agencies are made with a cautious review of the Savannah River Academy administrative staff.

### **Dress Code**

Savannah River Academy has a mandatory uniform policy. The goal of SRA's dress code is that students present themselves in a clean and neat manner, see themselves as a team of learners, and focus on our learning instead of our attire. While we recognize the uniqueness of each student and seek to develop individuality, it is also important for each student to understand the concept of appropriate dress for particular situations. All clothing should be free of holes and other defects. Families may choose to order any of the approved items from our Lands End school page or they may choose to independently purchase items that meet the following requirements:

#### **TOPS AND OUTERWEAR**

Solid orange, white, navy, or gray polo style shirt, t-shirt, sweatshirt, vest, or sweater with SRA school logo. (This includes any SRA t-shirts purchased through the school.)

#### **PANTS/SHORTS/SKIRTS/JUMPERS/DRESSES**

Solid navy, khaki, orange, blue denim, or gray. No patterns, with the exception of SRA plaid items from Lands End.

#### **SHOES**

Tennis shoes must be worn for PE but any shoes may be worn for the rest of the day. Please keep in mind that we may eat lunch and play outside if it is not raining and if the heat index is not over 95 or the wind chill is not below 32. We recommend having your child wear athletic shoes every day since that will be the safest footwear for recess, PE, and playtime.

#### **UNIFORM LOGO EMBROIDERY**

Embroidery files for the SRA logos will be emailed to all families and are also available for embroidery by Sew It Stick It VIP group on Facebook or at Stitches Unlimited on Davis Road in Augusta.

#### PERFORMANCE ATTIRE

For performances, all students will be required to wear collared shirts with the SRA logo and khaki, SRA plaid, or navy shorts/pants/skirts/jumpers/dresses. Ties and blazers are optional.

Lands End Uniforms:

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900187709>

SRA hair accessories can be purchased at:

<https://www.holditflowers.com/collections/savannah-river-academy>

### **Savannah River Academy Code of Conduct**

We believe children thrive in an environment where clear and consistent expectations and mutual respect are the norms and where rules are discussed and consistently reinforced. While children will make mistakes, our goal is to help students learn as they grow in self-awareness and self-control. While it is impossible to write guidelines that will cover every possible situation, the general expectations of student behavior while on school property or engaged in school-sponsored activities are outlined in our Code of Conduct. The school rules may be altered at any time to handle an unforeseen situation.

#### **Home and School Cooperation**

Savannah River Academy believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. Should questions arise regarding academic progress or classroom policies, a parent or guardian may send a note to the teacher or may contact the school office to request a phone call from the teacher. This should always be the first step in communication. In the rare instance when the school is not being supported by a student's family, the school reserves the right to terminate the student's contract.

In order to help children learn, it is essential that parents and teachers work together as a team. We recommend that parents follow the following steps:

- Contact your child's teacher to gain a better understanding of the situation.
- Work as a team to brainstorm solutions.
- Provide your child with tools to successfully navigate future situations.
- When discussing events with your child at home:
  - Remind yourself that your child's telling of an event may be a small part of a bigger story and perceived differently than it was by others.
  - Help broaden your child's perspective and problem-solve.

- Ask questions such as: “What was your role in the situation?” “How would the teacher or a friend describe what happened?” “Why do you think it happened?” “What could you have done differently?” “Who can help you at school?” “What do you think you will do next time?”
- Please keep us informed if there are changes at home that might affect behavior at school. Events that go on at home can have an impact on a child’s ability to function at school.

### **Critical Infractions**

All members of the Savannah River Academy community are expected to adhere to all federal, state, and local statutes. Should SRA become aware of a student receiving a citation from any state or municipality, the student may be subject to disciplinary consequences as a member of the SRA community. Certain actions are so severe that they may warrant immediate dismissal from Savannah River Academy. A student who is involved with a critical infraction will be assigned out of school suspension until a Faculty Review Board meets and makes a determination regarding the specific consequences. If dismissal is not the case, the student will receive a behavior contract that will specify certain expected behavioral changes as well as the immediate consequences. Students shall refrain from the use, possession, and transmission of alcoholic beverages or drugs not prescribed by a registered physician on school premises, in its immediate vicinity, in school vehicles, or at any off-campus school-sponsored activities. Furthermore, students shall not attend school or any school-related activities after having consumed alcohol, illegal substances, or tobacco. Any such items should be reported immediately to a faculty or staff member who will confiscate the item(s). The school reserves the right to search lockers, backpacks, vehicles, and other personal belongings at any time. Possession or use of alcohol, illegal substances, or tobacco will be subject to severe disciplinary action which includes suspension or dismissal. If the school suspects that a student is using drugs, the school reserves the right to have the student tested for drugs. All faculty, staff, students and visitors have the right to feel safe at school. Students will not be allowed to carry, possess, handle, or create an object that could be considered a weapon. Any such items should be reported immediately to a faculty or staff member who will confiscate the item(s). The school reserves the right to search lockers, backpacks, vehicles, and other personal belongings at any time. Possession or use of weapons on school premises or at any school-related activity will be subject to severe disciplinary action which includes suspension or dismissal.

### **Major Infractions**

The student who violates a major rule may receive a behavior contract that will specify certain expected behavioral changes as well as the immediate consequences. Subsequent major rule violations in the course of a student’s tenure at Savannah River Academy may be considered critical and could also be grounds for dismissal. Students shall show respect for teachers, fellow students, and their belongings at all times. Faculty and staff expect polite and respectful behavior in the classroom and in all school-related activities. Relational aggression, bullying, and inappropriate physical contact will not be tolerated. Relational aggression becomes bullying when it is repetitive, intentional, and power-related. Both relational aggression and bullying can



be subtle or obvious, in person or online, and involve, but are not limited to, the following behaviors: • gossip • exclusion • taunting • racial or gender slurs • exclusive alliances • physical, verbal, emotional, or technological abuse. If a student believes he/she is the target of harassment, the incident(s) should be reported to parents and school authorities. An atmosphere of trust is a vital element of any school community. Faculty, staff, students, and parents must be able to trust one another in all aspects of their interactions. All members of the Savannah River Academy community will refrain from dishonorable behavior including lying, cheating, stealing, and plagiarism. A first offense will result in disciplinary action which may include afternoon detention and/or a zero on the work in question. A second offense may result in in-school or out-of-school suspension or dismissal.

### **Academic Integrity**

The faculty of Savannah River Academy is committed to helping students understand and avoid academic dishonesty. Violations of academic integrity include, but are not limited to, the following: • plagiarism • cheating on assignments, quizzes, or examinations • buying academic papers or teacher materials online or from other students • giving another student questions or answers to a test, quiz, or homework • turning in another student's homework as your own • doing another student's homework • unauthorized collaboration on academic assignments • unauthorized use of material provided by a language translator (human or electronic) • violation of copyright laws • taking, using, and/or distributing academic material (e.g. exams, class notes, teacher editions of texts) without permission • fabricating or falsifying data, research, or analysis • using academic work submitted for one class in another class without permission of the teacher • sabotaging a fellow student's work. Plagiarism is defined as the use of another person's ideas or expressions in your writing without acknowledging the source. A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is plagiarizing. Faculty are expected to enforce these guidelines, and any student who plagiarizes is subject to discipline.

### **Homework**

Homework is assigned beginning in grade 5. It is an important part of the learning process and reinforces the formal activity that takes place during the school day. In addition, homework builds organizational and study skills and teaches responsibility. Students are expected to do assignments in a conscientious manner. Having a suitable time and place to study is important. Homework is not intended to be burdensome in time or quantity. Please contact your child's teacher if you have concerns about the content or amount of homework.

### **School Property**

School facilities, equipment, and textbooks are provided for student use throughout the school year. Students shall treat school property with care. Replacement costs for damaged property or lost or damaged books will be billed to the family.

### **Electronic Communication Devices (ECD)**

Students may not bring to school any items which would interfere with the learning process. These items include, but are not limited to, cell phones, electronic games, radios, CD or MP3 players, and trading cards. All forms of social networking and messaging are prohibited during class time unless it is part of the lesson and sanctioned by the teacher. Students may not access games, music, and other apps during class time that are not intended for educational use by the teacher. If students must bring a cell phone to school, it must remain off and in a backpack for the school day.

\*\*Savannah River Academy reserves the right to amend this handbook at any time as needed for the wellbeing of the school.