



Savannah River Academy Family Handbook

School Hours

Savannah River Academy's school hours are 8:20 a.m. to 3:30 p.m., Monday through Friday. After Care ("The Aviary") runs from 3:30 p.m. to 6:00 p.m. If you would like to speak with any faculty or staff member, please contact the main number at 706-469-4522. We will be happy to deliver a message to faculty members in class. 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 before the start of the school day.

Emergency Closings

When weather or other conditions indicate the possibility of a change in the regular 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.
- Email announcement
- Parent Alert phone call or text

School Visitors

Parents and all other visitors are welcome to participate in our school day after making prior arrangements to do so. Visitors must sign in at the front desk and wear a Visitor tag.

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 year's end.

Tuition

Annual tuition charges are set each year by the Savannah River Academy Founding 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. In times of financial distress, special arrangements concerning tuition may be made to allow a student to complete the entire school year. The school will contact the responsible party if tuition payments become more than one month overdue. Any further delinquency may jeopardize a student's enrollment at the school.

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Withdrawal from School

All students are accepted for a complete school year. No tuition refund will be made because of withdrawal, absence, or dismissal. SRA makes substantial financial commitments each year based on the number of students enrolled (teacher salaries, facilities, curriculum, etc.). For this reason, all tuition is non-refundable and non-transferable. Financial commitments are immediately binding for the entire year once the contract is signed by the parents of the student. Prepaid amounts that are not used will be calculated and acknowledged as a charitable donation.

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 contract, along with the 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 upon receipt of a written request from parents or legal guardians. Records are sent to other schools only upon written request from the incoming school, which must be signed by the parent or guardian.

School Attendance

Students are expected to be at school by 8:20 a.m. Students arriving between 8:00 and 8:20 should proceed to the Commons, where they will be supervised until the start of class. 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 by 8:30 a.m. by phone or email when a student will be absent from school, and as soon as possible if an absence is anticipated. Upon their return to school, students will be allowed to make up work for the same number of days that they were absent. In the case of excessive unexcused absences, the school may elect to decline re-enrollment and is required to report truancy to the local county school district. Upon return to school, parents should send a written note regarding the absence. Absences may be excused via parent note for up to 5 absences per school year. Absences beyond that require a note from a health care provider. After more than 5 unexcused absences per year, we are required as a private school to report those absences to the county school system where the student lives.

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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 or email should be sent to the school. If medical or dental appointments must be scheduled during school hours, please make every effort to schedule the appointment after 12:30. Early dismissal must occur by 3:00 to avoid interfering with the afternoon carpool process. Please be aware that early dismissals can be disruptive to learning, so it is essential to keep them to a minimum. If possible, please plan to pick up your child at a class change to minimize disruption. No one will be permitted to enter the building after 3pm as it is a safety concern as we prepare for and conduct carpool.

Late Arrival

Prompt arrival at school enables students to start each day with their best foot forward and demonstrate respect for teachers and peers. While we do expect all students to arrive by 8:20 am, students are considered tardy if they are not in the building by 8:30 a.m. In cases of excessive tardiness, the school must report to the local school district, and SRA reserves the right to decline re-enrollment. If a student will be late due to an appointment, parents are to notify the front office by phone or email. **Late arrivals disrupt the productivity and flow of the classroom for all ages. Out of respect for the teachers and other students, please ensure your student arrives on time. Once our school day begins, students arriving late may be held in the office until class change to minimize disruption.** Nest students arriving late who need to be walked to their classroom will be walked down by an SRA staff member after being signed in at the front desk. Parents entering the Nest hallway once class begins can cause unnecessary disruption, but also sometimes causes big emotions from some of our little learners wondering if their parents will also be arriving.

Carline Procedure

Morning Carline begins at 8:00 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 for them. For the first week of school, if a parent prefers to park and walk their child into the building, they may do so. However, we ask that you park and wait until after 8:30 to walk into the building, as crossing the moving carline is dangerous. To exit, continue driving past the school door and turn left to circle the sports court and return to the main entrance/exit on South Old Belair Road.

Afternoon Carline is 1:00 or 3:30 p.m., depending on program. Teachers will escort students to their cars. Please display your student's carpool number in the front window to help expedite the carline process. If your child will be picked up by someone other than those authorized by you in FACTS, you must provide prior written consent via handwritten note or email. 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 and in FACTS. Students not picked up by 3:45 will be sent to the AVIARY, our after-school program, and parents will be billed.

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Cell Phone Policy:

- If cell phones are brought to school, they must remain off and out of sight in a backpack or locker the entire school day, **8:00-3:45**. No exceptions.
- Cell phones **cannot** be used during non-class times, such as lunch, recess, and morning meetings.
- Smartwatches are considered cell phones under this policy and will be subject to the same guidelines and consequences for misuse.
- If a student is found with a cell phone, the consequences are:
 - 1st offense: The phone will be kept in the office for 48 hours (or the next school day if the 48 hours period ends on a nonschool day), and a parent must accompany the student to the office to retrieve it.
 - 2nd offense (or more): The phone will remain in the office for one week (or the next school day if the 1 week period ends on a nonschool day), and a parent must accompany the student to the office to retrieve the phone.
 - 3rd offense: Suspension
 - Additional offenses: Expulsion from Savannah River Academy.

Technology

Technology and Acceptable Use Policy

Middle School students will receive a Chromebook for use at school and are expected to have access to a computer at home. 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 disclose personal information, such as my 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, does not cause harm or distress to my school, its staff, 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.

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- 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 result in 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, or 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 7 each school year. The instrument for testing is the Iowa Basic Skills Test. In addition, the COGAT will be administered to students in grade 2.

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 same condition as they were issued, with allowance made for normal wear and tear. 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 collaborates closely with local emergency authorities to ensure the highest level of protection possible for 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 they are familiar with all safety procedures in the event of a real emergency. We understand that parent communication is critical during a school emergency. In the event of an emergency at Savannah River Academy, pertinent information and instructions

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will be posted on our website (www.savannahriveracademy.org), emailed, and shared via Bloomz.

Medications and Illness

School policy requires that a child remain 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 a child is sent home during the school day because of illness, the student must stay home on the next school day. When prescription or non-prescription medication must be given to a child at school, a "Permission for Medication" form must be submitted to the Nurse 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 school; 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 front office or First Aid room 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 school at (706) 504-2889 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, individuals with infectious diseases must report this information to the school as soon as possible, allowing for prompt steps to be taken to prevent further transmission and ensure timely 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 Department of Health or a Georgia-licensed physician to have your immunizations transferred to the Georgia Certificate (Form 3231). You need to have your immunization record from your state to transfer immunizations to Form 3231. All requirements apply to students transferring from out-of-state schools to institutions in Georgia.

Vaccination Requirements

SRA requires all students to be fully vaccinated in accordance with 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 notation on Georgia Form 3231. Medical exemptions are used only when a child has a medical condition that prevents them from receiving a specific vaccine(s), not all vaccines, and must be noted on the Georgia Immunization Certificate (Form 3231).

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- A letter from a physician, Advanced Practice Registered Nurse (APRN), or physician assistant (PA) attached to the certificate will **not** be accepted as a medical exemption. It must be marked on the certificate.
- A physician, APRN, or PA must re-evaluate the need for a medical exemption at least once each year and issue a new certificate of immunization at that time. The date of expiration on the section of the certificate marked “medical exemption” should be one year from the date of issue and never be longer than one year.
- 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 where children can strive to reach their full potential. In providing such an environment, the faculty and staff must 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 well-being 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.

2025-2026 SRA UNIFORM POLICY

TOPS

Solid white or navy blue polo style shirt (short or long sleeve) or **solid white, navy, or orange** t-shirt (short or long sleeve). All shirts must have a circle SRA school logo on the left side of the chest or the bar logo in the center of the shirt. Screen-printed navy, white, or orange t-shirts purchased through Lands End or an SRA-designated vendor will meet the uniform guidelines. White shirts must have a navy blue logo (or a navy and orange logo if purchased through Lands End or an iron-on patch purchased from SRA). Navy blue shirts must have a solid orange logo. Navy blue cardigan sweaters, navy blue crew neck sweaters, navy blue sweater vests, and navy blue hooded or crew neck sweatshirts are allowed but must be neat in appearance (not overly big/baggy) and have the circle orange school logo embroidered on the left chest or bar logo in the center of the chest. *All students are required to wear a white polo-style shirt with a circular embroidered logo.* SRA t-shirts that do not follow the above guidelines will be allowed on certain designated spirit days, which will be announced.

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OUTERWEAR

Any outerwear that students will keep on throughout the school day must follow the above rules. If a student is going to remove the outerwear when inside, the uniform requirements do not apply.

PANTS/SHORTS/SKIRTS/JUMPERS/DRESSES

Solid khaki, solid navy blue, or Lands End SRA plaid pants, skirts, or shorts - chino style pants/shorts only, no cargo style, and no knit. Blue jeans are allowed but must be **solid blue** with no designs, appliques, patches, holes, or defects. Jumpers and dresses must be solid navy blue (with an orange logo), khaki (with a navy logo), or Lands' End SRA plaid (with a white logo). Students may wear solid navy blue leggings under dresses or skirts. Leggings are not allowed unless under dresses or skirts. All skirt/shorts length should go by the fingertip length rule, which is any skirt or pair of shorts that are shorter than the fingertips when arms are by the student's side are considered unacceptable.

SHOES

As students participate in physical education and outdoor time daily, tennis shoes/athletic shoes are required. No other shoes are allowed for students in Primary and Middle School. We recommend sturdy, closed-toed shoes for younger children.

MISCELLANEOUS

Headbands/barrettes/bows must be solid navy blue, solid white, or SRA plaid from Lands End only. No hats except on special days. Ties must be SRA plaid only.

PERFORMANCE/PICTURE DAY/PERFORMANCE FIELD TRIP ATTIRE

For performances, school pictures, and field trips to performances/plays, all students will be required to wear **WHITE collared shirts** *with the embroidered orange and navy SRA circle logo* and **NAVY or SRA plaid pants, shorts, skirts, jumpers, or dresses**. Ties and blazers are optional. Blazers, if worn, must be navy with the SRA logo, and ties must be SRA plaid only.

Savannah River Academy Code of Conduct

We believe children thrive in an environment where clear and consistent expectations, as well as 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 amended at any time to address unforeseen situations.

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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 accomplishing 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.

To help children learn effectively, 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 navigate future situations successfully.
- When discussing events with your child at home:
 - Remind yourself that your child's account of an event may be just a small part of a larger story and may be 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 any changes to your home might affect your child's school behavior. Events that occur at home can impact a child's ability to function effectively at school.

All Savannah River Academy community members are expected to comply with all applicable federal, state, and local laws. Should SRA become aware that a student has received 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. Students shall not attend school or any school-related activities after consuming 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, including 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

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time. Possession or use of weapons on school premises or at any school-related activity will result in severe disciplinary action, including suspension or dismissal.

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 they are the target of harassment, the incident(s) should be reported to their 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 Savannah River Academy community members will refrain from dishonorable behavior, including lying, cheating, stealing, and plagiarism.

Savannah River Academy Discipline Policy 25-26

DISCIPLINE:

Good discipline is essential in any learning situation. In the event that disciplinary action is necessary, each incident will be handled on an individual basis. A permanent record will be kept on each student referred to the principal for disciplinary action. Parents are expected to speak with their students concerning their behavior at school and to cooperate with the school in maintaining good discipline. Repeated offenses of misbehavior could result in the dismissal of the student from school.

In an effort to maintain consistency across all grades, the following proactive measures will be implemented; however, the administration reserves the right to address discipline issues on a case-by-case basis. Level 1 offenses will be retained on a semester-by-semester basis; Level 2 and 3 offenses will be retained on an annual basis.

Minor Offenses (Level 1):

- Gum, food, drink in class, Commons, etc, when not permitted
- Unexcused tardiness to class
- Not obeying classroom rules
- Out of dress code

Minor Consequences (Level 1):

- Parents will be notified
- 1st & 2nd offense = Warning/action plan
- 3rd offense = lunch/recess detention (1 day)
- 4th offense = lunch/recess detention (1 week)
- 5th offense = Morning work detail detention (before school, 7:45-8:30 am)

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- 6th offense = Afternoon work detail detention (3:30-4:15 pm)
- 7th offense = In-school suspension (1 day)

Moderate Offenses (Level 2):

- Disruptive behavior of any kind
- Failure to serve lunch/recess detention
- Inappropriate language
- Leaving class without permission

Moderate Consequences (Level 2):

- Parents will be notified
- 1st offense = morning work detail detention (before school, 7:45-8:30 am)
- 2nd offense = afternoon work detail detention (3:30-4:15 pm)
- 3rd offense = In-school suspension (1 day)
- 4th offense=out of school suspension (1 day)

Serious Offenses (Level 3):

- Disrespectful behavior toward adults, students, school, etc
- Cheating/plagiarism/academic dishonesty
- Fighting (hitting, kicking, pushing, punching, etc.)
- Leaving campus without permission
- Obscene language, profanity, or gestures
- Purposely damaging school property
- Any behavior deemed serious by the administration

Serious Consequences (Level 3):

- Parents will be notified immediately
- Violation of Level 3 Offenses will result in in-school suspension, out-of-school suspension, or expulsion. Parents will be notified immediately to pick up their child for any Level 3 Offense.

**In instances where discipline issues may be specifically addressed in other sections of the handbook, those specific sections shall override the general discipline policy.*

Academic Integrity

The faculty of Savannah River Academy is committed to helping students understand and avoid academic dishonesty. Violations of academic integrity (a Level 3 offense) 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

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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 members are expected to enforce these guidelines, and any student who plagiarizes is subject to disciplinary action.

Homework

Homework is assigned beginning in grade 5. For older students, it is an important part of the learning process, reinforcing the formal activities that take place during the school day. Additionally, homework helps build organizational and study skills, while also teaching 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.

Use of Image

Enrollment, attendance in classes, and participation in other SRA activities constitute an agreement by the student to SRA's use and distribution (both now and in the future) of the student's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of classes and other school activities. Student names will not be used.

Electronic Communication Devices (ECD)

Students may not bring to school any items that would interfere with the learning process. These items include, but are not limited to, cell phones, smart watches, electronic games, radios, CD or MP3 players, and trading cards. All forms of social networking and messaging are prohibited during class time, unless they are 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 or smartwatch to school, it must remain off and in their backpack or locker for the entire school day.

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**Savannah River Academy reserves the right to amend this handbook at any time as needed for the well-being of the school. And final decisions and discretion shall always rest with the administration of Savannah River Academy.

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