



## **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 706-469-4452. 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.
- Local Media: Savannah River Academy will also attempt to notify local radio and television stations in case 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
- Parent Alert phone call or text

### **School Visitors**

Parents and all other visitors are welcome to participate in 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 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.

Updated 03/20/2025

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 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.

### **Withdrawal from School**

All students are accepted for a complete school year. No tuition refund 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 8:20 a.m. Students arriving between 8:00 and 8:20 should proceed to the Commons, where they will be supervised until time for 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 8:30am by phone or email [Ashley Carver](#) when a student will not be reporting to 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.

### **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 attempt to schedule the appointment after 12:30. Early dismissal must occur by 3:00 so as not to interfere with the afternoon carpool process. Please be conscious of the fact that it is disruptive to learning when a student is called to leave class early, so it is important to keep early dismissals to a minimum.

### **Late Arrival**

Prompt arrival at school allows students to begin each day with their best foot forward and show respect to teachers and peers. While we do expect all students to arrive by 8:20am, students are considered tardy if they are not in the building by 8:30. 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 Ashley Carver . **Late arrivals disrupt the productivity and flow of the classroom for all ages. So, out of respect for the teachers and other students, please make sure your student is prompt.**

### **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 the first week of school, if a parent prefers to park and walk their children into the building, they may do so, but we ask that you park in a parking space and wait until after 8:30. 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. 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 in FACTS, 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 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.

### **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, 8:00-3:30.
- 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 remains in the office for 48 hours and a parent must accompany the student to the office to pick up the phone.
- 2nd offense (or more): The phone remains in the office for one week and a parent must accompany the student to the office to pick up 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 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, 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.

### **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, with 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.

### **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 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 Nurse; 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 Nurse 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 Nurse if your child contracts a communicable disease. (706) 504-2889.

### **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 must report that information to the school as soon as possible so that steps may be taken to avoid further transmission and ensure 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 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 notation on Georgia form 3231. Medical exemptions are used only when a child has a medical condition that keeps him from being able to receive a specific vaccine(s), not all vaccines, and must be marked on the Georgia Immunization Certificate (Form 3231).
  - 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**

Updated 03/20/2025

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 may strive to realize the best of their capabilities. In providing such an environment, the faculty and staff must monitor all students' well-being and safety. 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 navy and orange logo if purchased through Lands End or 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 must have a white polo-style shirt with a circle embroidered logo.* SRA t-shirts that do not follow the above guidelines will be allowed on certain designated spirit days, which will be announced.

### **OUTERWEAR**

Any outerwear that students will keep on throughout the school day must follow the above rules.

### **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 orange logo), khaki (with navy logo), or Lands End SRA plaid (with 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/SOCKS**

As students participate in physical education and outdoor time daily, tennis shoes/athletic shoes are required. No other shoes are allowed. Socks must be white or navy only.

### **MISCELLANEOUS**

Updated 03/20/2025

Headbands/barrettes/bows must be solid navy blue, solid white, or SRA plaid from Lands End only. No hats. 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 pants/shorts/skirts/jumpers/dresses**. Ties and blazers are optional. Blazers 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 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 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.

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 navigate future situations successfully.
- 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 home changes that might affect school behavior. Events that go on at home can impact a child's ability to function at school.

All Savannah River Academy community members 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. 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 time. Possession or use of weapons on school premises or at any school-related activity will be subject to 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 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 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.

Updated 03/20/2025

In an effort to maintain consistency throughout all grades the following proactive measures will be followed: however, the administration reserves the right to address discipline issues on a case-specific basis. Level 1 offenses will be kept on a semester basis; Level 2 and 3 offenses will be kept on a yearly basis.

**Minor Offenses (Level 1):**

- Possession of electronic devices including cell phones that are not to be brought to school.
- Gum, food, drink in class, Commons, etc when not permitted
- Unexcused tardiness to class
- Not obeying classroom rules

**Minor Consequences (Level 1):**

- \*parents will be notified and an IB reflection(for MS students) will be assigned for each offense.
- 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 7:45-8:30am)
- 6th offense = Afternoon work detail detention (3:30-4:15pm)
- 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
- Out of dress code-clothes (must be brought to school)

**Moderate Consequences (Level 2):**

- \*parents will be notified and an IB reflection (for MS students) will be assigned for each offense.
- 1st offense = morning work detail detention (before school 7:45-8:30am)
- 2nd offense = afternoon work detail detention (3:30-4:15pm)
- 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
- Fighting (hitting, kicking, pushing, punching, etc)

- Leaving campus without permission
- Obscene language, profanity, or gestures
- Purposely damaging school property
- Any behavior warranted serious by the administration

### **Serious Consequences (Level 3):**

- \*parents will be notified immediately, and an IB reflection (for MS students) will be assigned for each offense.
- 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.

### **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.

**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.

**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, 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 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 or smart watch 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 well-being of the school.**