

SAWYER ROAD ELEMENTARY PARENT & STUDENT HANDBOOK



Sawyer Road Elementary is a Title I School. Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

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ASPEN: Marietta City Schools provides parents with access to Aspen, an online portal that allows them to monitor their child's academic progress and attendance. Log-in credentials are distributed at the start of the school year. We recommend checking Aspen at least once a week, as report cards and other documents are also published there.

ATTENDANCE: (Board Policy, *see the MCS Parent Information Guide*): According to Georgia law, parents must see that their children are in attendance each day of school. All K-12 children enrolled in a public school in this state for 20 school days or more prior to their sixteenth birthday become subject to *compulsory attendance*.

A child shall be considered truant if the child **has more than five days** of unexcused absences in a school year. A truant student with **more than ten days** of unexcused absences within a school year may be identified as a child in need of services in accordance with O.C.G.A. § 15-11-2.

Absences and Excuses: An excused absence means that your child is absent for a legitimate and acceptable reason. The following are valid excused absences:

- *Personal illness or absences from school endanger a student's health or the health of others.*
- *Serious illness or death in a student's immediate family necessitates absence from school.*
- *A court order or an order by a governmental agency, including a pre-induction physical examination for services in the armed forces.*
- *Observing religious holidays necessitates absence from schools.*
- *Conditions rendering attendance impossible or hazardous to student health and safety.*

Excessive Absences – If a student has 5 unexcused absences, a warning letter will be sent home. Parents of students with 10 or more unexcused absences will be required to attend the School Attendance Panel. This panel may include the principal, counselor, social worker, and or truancy officer.

Excessive Dismissals – As our teachers utilize the entire school day for instruction, excessive dismissals hinder academic progress and create disruptions. Students with 10 or more *unexcused* dismissals will receive a warning letter.

Tardy – ***Students are considered tardy if they are not in class by the morning roll call.*** Tardies and early checkouts are unexcused without a medical note or administrator approval. After 8:30 a.m., all late students must be signed in at the office; parents are not permitted to escort them to class. A warning letter is issued after 10 unexcused tardies.

In Attendance – To be considered “in attendance” for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. ***Students leaving school before 11:30 am. or arriving after 11:30 am., will be considered absent for the day.***

BIRTHDAY TREATS: Birthday parties are not allowed. To send a special snack, contact the classroom teacher. Snacks must be store-bought and have a nutrition label; they will be distributed at the end of lunch. No balloons, gifts, stuffed animals, sheet cakes, or decorations.

BUS RIDER APP: Download the **MY RID K-12** bus app to your smartphone and follow your student's bus routes. For more information, please visit the [MCS Transportation website](#). Create an account (Username and Password). Link your child or children (*Using their 5 Digit Student ID Number*).

BUS STOP: ([see the MCS Parent Information Guide](#)): It is the responsibility of the parent or guardian to ensure the student is appropriately supervised once a child is dropped off at his/her bus stop.

- Children age 8 or younger must have an **Orange Tag** on their backpack and be met by a parent at the bus stop. If no parent is present, the child will remain on the bus. If the child has older siblings on the bus, all will be taken to **Park Street Elementary, Marietta City School's satellite drop-off location: 105 Park Street, SE., Marietta, GA 30060.**
- Children *aged 9 years or older* will have a **Green Tag** indicating they are old enough to enter /exit the bus by themselves.
- *Please review the Bus Behaviors outlined in the MCS Parent Information Guide (pages 36-37).

CAFETERIA & STUDENT LUNCH ACCOUNTS: LINQ Connect lets you check your child's meal balance, add funds, set low balance alerts, and view daily menus. To qualify for free or reduced-cost meals, families must apply through Linq Connect:
<https://lingconnect.com/public/meal-application/new>

CAR RIDERS: Morning drop-off is from 8:00 – 8:30 AM. After 8:30, parents must park and sign in their child. For afternoon pick-up, display your SRE tag and stay in a single-file line at the curb. Pick-up ends at 3:30 PM. Tags are available in the front office.

Registration Link:

<https://docs.google.com/forms/d/e/1FAIpQLScgOnXCNizqc47nPal6KbnY8KLA76MJRvJIPuZmf43vIh970A/closedform>

****Afternoon Late pick up rules from Marietta Community Schools:*** At 3:30 p.m. students will be brought to the office to await pick up. If the student is already preregistered for After School Care they will be sent to the after-school program. Regular after-school charges will apply. If your child is not registered for the after-school program, parents will be asked to enroll in the after-school program. School staff will try to contact the parent and other people authorized to pick up the child. If a parent or authorized person cannot be reached, the police department may take the child into protective custody until a parent is located.

CELL PHONE POLICY: Students may bring cell phones, but they must be turned off (not on silent or vibrate), kept in backpacks, and out of sight. The school is not responsible for lost, damaged, or stolen devices.

CHANGE OF ADDRESS OR PHONE NUMBER: The school must maintain current home, work, cell phone numbers, and home addresses. If any phone numbers or your address change during the year, please notify the school office as soon as possible.

CHILD ABUSE/NEGLECT: The laws of the State of Georgia require that members as well as volunteers of such professions as medicine, nursing, counseling, and teaching must report to the proper authorities cases of suspected abuse. Members and volunteers of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. Our school will report suspected child abuse and neglect immediately to the proper authorities.

COUNSELORS: Counseling services are available to our students in group settings and individually as needed. A teacher or parent may refer a student to the counselor for academic, emotional, and/or social concerns.

DISMISSAL CHANGES: Afternoon dismissal begins at 3:15 pm. Children should be aware of their afternoon transportation arrangements when they arrive at school each morning. To ensure the safety of every child and accuracy in afternoon dismissal, the following procedures will be strictly enforced.

- **Dismissal changes must be received via email.** Without email communication, your child will be required to follow his/her usual routine. Please send your transportation changes to srtransportation@marietta-city.org with the details of the change.
- Same Day Dismissal Change: If a situation arises during the school day where you must make a dismissal change, **you may do so by 2:30 pm.**
- To avoid interruptions to our dismissal procedures, **no student will be released between 2:45 and 3:15.** Parents will be asked to wait for the dismissal bell.

Early Dismissal – Early dismissal should be limited to emergencies or appointments. Check out students in the front office with a photo ID. No early dismissals after 2:45 PM, and students will only be released to authorized individuals.

FIELD TRIPS: All scheduled field trips align with state standards. To attend, a student must have written permission from his/her parent or legal guardian. This permission slip is sent home along with all information regarding each field trip.

ILLNESS AT SCHOOL: If a child becomes ill or has a fever, a parent will be called to pick them up. The clinic is open from 8:00 am. – 3:00 pm. Students should stay home if they have a fever (must be fever-free for 24 hours without medication) or have had vomiting or diarrhea in the past 24 hours.

LOST AND FOUND: SRE provides a lost and found rack for items left at school. Items not claimed will be donated to a local charity. ***Please label all items*** with your child's name so items may be returned more easily.

LUNCH & LUNCH GUESTS: Families can pack a lunch on any school day to send with their students. We do not have a way to heat food brought from home, so please plan for packed lunches to be eaten at room temperature. Refrigeration is not available, so remember to be food-safe and use insulated containers and ice packs for items that must stay cold.

Lunch Guest

1. All visitors must sign in at the front office and wear a visitor badge while on campus.
2. Lunch visits are reserved for special occasions (e.g., birthdays, family visits, or school events). Weekly lunch visits are not allowed due to limited seating.
3. Parents should meet their child in the atrium or cafeteria—please do not go to the classroom.
4. Parents may eat lunch only during their child's scheduled lunch period and must sit at designated atrium tables. Students may not invite friends to join.
5. After lunch, say goodbye in the cafeteria; students will return to class with their teacher.
6. Parents and students must follow cafeteria expectations—use quiet voices and clean up after yourselves.

MEDICINE: If prescription medication is required, a parent or guardian must complete an "Assistance with Medication" form in the school clinic. This form is also available on the Marietta City Schools website (www.marietta-city.k12.ga.us). Controlled medications, such as those given for ADD or ADHD, must be brought to the school by an adult and not sent in with the student. The following criteria, as outlined in Marietta Board of Education Policy JGCD, must be met:

1. Medication must be in the original pharmacy-issued container with the store label attached.
2. The label must include a recent fill date.
3. The student's full name must appear on the label.
4. A valid prescription number must be shown.

5. Clear dosage and administration instructions must be provided.
6. The prescribing doctor's name must be listed on the label.

No over-the-counter medications are available in the clinic to be given to a student. These must be supplied by a parent/guardian and accompanied by a completed Assistance with Medication form as described above. No adult medications or herbal medications can be given by the nurse without a note from the student's physician. Students in need of asthma inhalers may keep those inhalers on their person or in their book bags.

Medications sent in without a completed "Assistance with Medication" form or those that are not in the original containers will be sent home and cannot be given to the student by the nurse.

OFFICE HOURS: The office staff is happy to assist parents and visitors from 8:00 a.m. to 3:00 p.m. To ensure the accuracy of student dismissal, our office staff is unavailable to assist from 3:00 pm to 3:30 pm.

PARENT TEACHER ASSOCIATION (PTA): We believe that developing positive relationships with parents is essential to creating a successful school. There is a strong sense of community at SRE where parents, children, and teachers all work together in genuine partnership for the benefit of the students who attend the school.

PARENTAL INVOLVEMENT: Parents provide a tremendous service to children and the school by volunteering. Volunteers are needed in the media center, classrooms, and with PTA Events. All volunteers are required to fill out a volunteer form in the Front Office.

RECESS: Teachers make every attempt to take students outside for a 20-minute recess, except when inclement weather does not allow.

REPORT CARDS/PROGRESS REPORTS: Students and parents are provided with continuous information regarding academic progress during each grading window. The Report Cards are published on the Aspen Parent Portal at the end of every quarter except for grades K-2nd.

- K-2nd Grade receive Standard-Based Progress/Report Cards
- 3rd- 5th Grade receive letter grades based on the Grading Scale

CONDUCT/Elem. Spec.		GRADING SCALE				Grade Point Average	
S	Satisfactory	A	90 - 100 %	D	70 - 72 %	Quarter	
NI	Needs Improv.	B	80 - 89 %	F	0 - 69 %	Cumulative	
U	Unsatisfactory	C	73 - 79 %	INC	Incomplete	(reported for grades 6-8 only)	

RESIDENCY VERIFICATION: Parents and students must comply with residency requirements. Two current proofs of residence must be maintained in school records. If you renew a lease, send a copy of your new lease to the office. If a student moves, please call the office.

SCHOOL CLOSING FOR INCLEMENT WEATHER: For weather-related closures or early dismissals, tune in to WSB 750 AM for official updates. If school closes early, the After School Program will also close. Please have a backup plan in place for your child.

SCHOOL GOVERNANCE TEAM “SGT”: Your Sawyer Road School Governance Team is composed of four teachers, two parent representatives, one community representative, and the principal. They conduct monthly meetings, and their Meeting Minutes can be reviewed on the Sawyer Road Elementary website.

SCHOOL HOURS: Regular school hours are from 8:00 am – 3:15 pm. Students and Parents may enter the building at 8:00 am each morning. ***Please do not send your child/children to school prior to 8:00 am.***

SOCIAL MEDIA: Sawyer Road is pleased to keep our parents informed through social media. Follow us on:

- Facebook: Sawyer Road Elementary an IB PYP Academy
- Twitter @sawyerroad
- Instagram @sawyerroad
- Youtube: Sawyer Road Elementary an IB PYP Academy

STANDARDIZED TESTING: Standardized test results are used to help track student progress and to guide instruction. Testing Overview: ACCESS for ELLs, Georgia Milestones, MAP and, GKIDS can be found on the MCS District Webpage.

STUDENT BEHAVIOR CODE: (Please refer to the Behavior Code in *the MCS Parent Information Guide* for further guidelines.) The Marietta Board of Education expects the highest standard of conduct and decorum of all students attending Marietta City Schools.

STUDENT RECORDS: It is the school’s policy to send educational records without permission upon request from another school. Student records may be made available only to a natural parent unless a legal document instructs the school otherwise.

STUDENT WITHDRAWAL/TRANSFER: Parents should notify the Front Office when a student is to be withdrawn from school.

UNIFORMS: The Marietta Board of Education and Sawyer Road Elementary School recognize that the dress and grooming of students are significant factors in the successful operation of the educational program. It is recognized as an educational responsibility of the school to make students aware that appropriate dress, appearance and hygiene are conducive to their personal

well-being. In keeping with this understanding, each student at Sawyer Road shall be responsible for maintaining a dignified and well-groomed appearance while attending school. To this end, each student will be required to dress in compliance with our unified dress code policy. School uniforms are not a requirement at Sawyer Road. **Students are required to wear their Spirit Wear t-shirts on field trips, which can be purchased online or at school.**

VISITORS: ([see the MCS Parent Information Guide](#)): According to Georgia State Law, all visitors must go to the school office upon arrival. All visitors must present a form of identification (driver's license, passport, or ID card) at the office and receive a visitor identification badge. All visitors must visibly wear a visitor's badge as part of school safety procedures. If you need to bring anything to your child during the day, please bring it to the office. To maximize classroom instruction and minimize daily interruptions, all classroom visitations should be scheduled with the classroom teacher in advance.