



SAWYER ROAD ELEMENTARY



International Baccalaureate Primary Years Programme

PARENT & STUDENT HANDBOOK



Sawyer Road Elementary educates the whole child by providing a comprehensive, inquiry based approach to teaching and learning. While incorporating, local, state, and national curriculum requirements as well as the arts and world language, the PYP reaches beyond minimum standards to provide a rich, intensive education.

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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School Website:
Marietta City Schools Webpage:

<https://www.marietta-city.org/SawyerRoad>
<http://www.marietta-city.org/>



Sawyer Road Elementary Pledge

“We will try our best to be reflective, inquirers, communicators, caring, principled, risk-takers, thinkers, knowledgeable, well-balanced, and open-minded as we learn to work with our fellow Starfish. We will accept our Sawyer Road challenge to reach for the stars!”

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IB MISSION

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

GRADES K-5TH: IB PRIMARY YEARS PROGRAMME (PYP)

PYP at Sawyer Road Elementary educates the whole child by providing a comprehensive, inquiry based approach to teaching and learning. While incorporating local, state, and national curriculum requirements as well as the arts and world language, the PYP reaches beyond minimum standards to provide a rich, intensive education. All of the students at Sawyer Road Elementary receive IB PYP instruction.

IB learners strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.

Only schools authorized by the International Baccalaureate Organization (IBO) as IB World Schools can offer any of its three programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), or the Diploma Programme (DP). For further information about the IBO and its programmes, visit <http://www.ibo.org>

ACCREDITATION: Sawyer Road Elementary is an authorized IB World School. The Primary Years Programme (PYP) is an international curriculum for students ages 3-12, combining the best research and practice from around the world. The programme addresses the academic, social, physical, emotional and cultural needs of the child. Sawyer Road Elementary is accredited by the Southern Association of Colleges and Schools. Our school has also been recognized as a Title 1 Distinguished School. Title I is a federal program that provides opportunities for the children served to acquire the knowledge and skills necessary to meet the challenging state content standards as measured by Georgia Milestones Assessment System.

ASPEN: Marietta City Schools offers a wonderful opportunity for parents to stay up-to-date on their child's daily academic progress and absences/tardies. Aspen can be accessed online with a parent specific login credentials. Log-in information is distributed at the beginning of the school year. We recommend you check your child's information on this site at least once a week. Grades will be published on ASPEN.

ATTENDANCE (Board Policy *see page 18-20 of 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 for 20 school days or more in a public school of this state 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 attendance in school endangers a student's health or the health of others.*

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

Required Documentation Supporting an Absence: On the first day back in school after an absence, the parent should send a note to the teacher giving a reason for the absence. The school must receive a written excuse for absences within two days of the child's return to school, from parents/guardians or a doctor, in order to be considered an excused absence. *Failure to submit a written excuse within two school days* of the student's return to school after an absence may result in the absence being marked as unexcused. E-mails and App communications are not considered a valid form of written notification.

Students will be allowed to submit three (3) parental excuses per semester. *After three parental excuse notes in a semester, parents will be required to submit documentation from a physician explaining the reason for the student absence.*

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 are a disruption. Students with 10 or more *unexcused* dismissals will receive a warning letter.

Tardy (Late Arrivals after 8:30 am) – *A student is considered Tardy if they are not in their classrooms during morning roll.* Being tardy for school can become a habit and must be avoided. All tardiness and early dismissals are considered unexcused unless documented with a note from a medical provider or approved by the appropriate school administrator. All late arriving students must be signed in at the office. **Parents may not escort their child to the classroom after 8:30 am.** Students with 10 or more *unexcused* tardies will receive a warning letter.

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 (11:30 am). Students leaving school before meeting that requirement, or arriving at school too late to meet the requirement, will be considered absent for the day.

By making your child's school attendance a priority, you will be taking an important step in supporting your child's school success, and setting a good example. One of the most important things your child can do to achieve academic success is also one of the most basic: going to school every day. In fact, research has shown that your child's attendance record may be the biggest factor influencing their academic success.

BIRTHDAY TREATS – Birthday parties are not permitted. Please contact the classroom teacher if you would like to send a special snack. Birthday snacks should be distributed at the end of your classroom lunch time. Special snacks should be commercially prepared with nutritional label included for safety reasons as well as possible allergy concerns. **No balloons, gifts, stuffed animals, sheet cakes or streamers.**

BEFORE SCHOOL AND AFTER SCHOOL (*page 6 of the MCS Parent Information Guide*): Before School and After School Programs are supervised by Marietta Community Schools and operate each school day. Before School/After School Programs: Before School and After School Programs are coordinated by Marietta Community School (www.mariettacommunityschool.com) and supervised by certified teachers and paraprofessionals. **All students are encouraged to register for the Before/After School program, in case of transportation emergencies.** For additional information you can contact 770-429-3170 Ext. 3305.

- Before School Program (BSP) hours are from 6:30 a.m. until the start of school at 8am. There is a non-refundable registration fee of \$10.00. The daily fee for the Before School Program is \$5.00 per day or \$25.00 weekly.
- After School Program (ASP) hours are from school dismissal, 3:30pm until 6:30 pm. There is a non-refundable registration fee of \$15.00. The daily fee for ASP is \$7.00 per day or \$35.00 weekly.
- A registration form must be completed before the child can attend either program.
- **Service will be denied for any child whose account is 3 days behind in payment.** There are no exceptions to this policy.

Holiday Camps: Marietta Community School offers child care during school holidays throughout the school year.

BUS STOP NOTICE (*page 5 of 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 years or younger* will have to have an Orange Tag on their backpack indicating they must have a parent present entering and exiting the bus. If a parent is not present at the bus stop the child will not be allowed to exit the bus. The student will be brought back to the Marietta City School satellite drop-off location: *Park Street Elementary, 105 Park Street, SE., Marietta, GA 30060 - 770-429-3110 (Transportation Dept.)*
- Children age 9 years or older will have a Green Tag indicating they are old enough to enter /exit the bus by themselves.
- *Please review Bus Behaviors outlined in the MCS Parent Information Guide (page 36-37).

*If your child did not get off the bus or you were not at the bus stop in time to pick them up, then your child has been brought to the After School Program at PARK STREET ELEMENTARY, 105 Park Street, Marietta, GA 30062. You will need to pick your child up at Park Street Elementary. The entrance for the After School Program is on the south side of the building on the lower level nearest the athletic field.

CAFETERIA: Sawyer Road Elementary is one of several schools in the system that is receiving a grant that funds all students' breakfast and lunch. All students can have breakfast and lunch at no cost. Breakfast is available beginning at 8:00 am. Late arriving students will be given an opportunity to eat breakfast without penalty.

CAR RIDERS – All Car Riders must register [Car Rider Registration \(English and Spanish\)](https://goo.gl/Twuq6J) and obtain a Car Rider Tag. Web Address-> <https://goo.gl/Twuq6J>

Procedures: Morning drop-off is available between 8:00 am and 8:25am. ***Drop-off promptly closes at 8:25am. Students need to be in their classrooms and ready to begin their day at 8:30 AM.*** After Drop-Off closes, parents will have to park in the front parking lot and walk their child(ren) in. Students will need to be signed in. During afternoon pick-up, cars will line up around the back of the building so that children can be loaded safely from the curb. Each car will move in a single file with your assigned tag displayed in the front window. Tags are issued to each student for pick-up identification. Tags can be picked up in the front office. ***Afternoon Pick-Up closes promptly at 3:30pm.***

****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 (*page 38 of the MCS Parent Information Guide*): Students may carry cell phones to school, provided they are stored in a backpack. Cell phones must be turned “off” at all times. This means “off”, not on the muted or vibrate mode. Upon entering the building in the morning, phones and all electronic devices must be turned off and should not be visible. The school is not responsible for lost, damaged or stolen phones or electronic devices.

CHANGE OF ADDRESS OR PHONE NUMBER: It is extremely important that the school maintains current home, work, cell phone numbers, and home addresses. If any phone numbers or your address changes during the year, please notify the school office and classroom teacher in writing 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.

COMMUNICATION WITH TEACHERS: Positive and effective communication between parents and teachers is vital to the success of each child. Classroom teachers are best reached by email, which can be found on our school website (@marietta-city.k12.ga.us). To meet with the teacher, please contact your child’s teacher to schedule a conference. This procedure protects valuable instructional time and ensures that the teachers are able to uphold their responsibilities during the school day.

COMPUTERS: Sawyer Road Elementary has, desktop computers in classrooms and in the media center, laptops, chromebooks and ipads. The latest technology for assisting with instruction in basic subjects, remedial activities, and enrichment is readily available.

CONFERENCE WEEK: To promote strong home-school communication, Marietta City Schools designates time each year for parent-teacher conferences. Conferences are held twice a year. If an additional conference is needed, please schedule it through the office or make arrangements with the teacher. Teachers are not available for conferences during class time.

COUNSELORS: SRE has two fulltime counselors.

CURRICULUM: Reading, language arts, mathematics, social studies, science, music, art, physical education, and Spanish are included for every grade level. An integrated approach to learning using inquiry to educate the whole child in a student-centered environment is our commitment as a Primary Years Programme school. We will cover all of the Georgia Standards of Excellence and Georgia Performance Standards through the IB planners. In 2007, Sawyer Road Elementary became an International Baccalaureate World School for the Primary Years Programme. Information about this program can be obtained at: www.ibo.org, or by contacting our IB Coordinator, Jill Baker @ extension 2232.

DISMISSAL – Afternoon dismissal begins at 3:15 pm. Children should know their afternoon transportation arrangements when they arrive to 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 in writing.** Without a note your child will be required to follow his/her usual routine. Please be aware that to keep students safe ***we cannot accept*** transportation changes made over the phone, fax, App or e-mail communication.
- **Same Day Dismissal Change:** If a situation arises during the school day where you must make a dismissal change, you may do so by 2:45 pm. Parents will have to come to the office and fill out a Transportation Change Form or leave written notice with the office clerk.

NO STUDENT DISMISSALS BETWEEN 2:45 – 3:15PM. If you need to check your student out early, please do so ***before*** 2:45 pm. All early dismissals will go through the front office. For student safety, please do not wait for your child in the hallway and take them out another exit.

DISTRICT MOBILE APP: Marietta City Schools (MCS) launched a new district mobile application (app) to keep parents and the community informed. The app is a personalized window into occurrences and news at the district level and in each school. Users may tailor the information received by selecting specific schools that they wish to follow. Information including current news, important alerts, calendar information, school menus, meal pay, and staff directories are amongst the resources available. The free app is available on both the iTunes and Google Play stores.

E-MAIL ADDRESSES: You may contact Sawyer Road staff members via email. All teachers and staff have email addresses (@marietta-city.k12.ga.us). Email messages may not be read until the following day, so please call the office with messages that need immediate attention. If you have trouble reaching a teacher, contact the school office.

FIELD TRIPS: All scheduled field trips align to state standards. To attend, a student must have a written permission from his/her parent or legal guardian. This permission slip is sent home along with all information regarding each field trip. Classroom teachers will contact parents if they are in need of adult chaperones. Younger siblings/friends are not permitted to go on field trips.

ILLNESS AT SCHOOL: If a child becomes sick or has an abnormal temperature, a parent or caretaking adult will be called by the school nurse to pick up the child. The Clinic is located in the front office. Clinic hours are from 8:00-3pm daily. Students should not come to school if: (1) they have a fever. They must be fever free without medication for 24 hours; and (2) if they have had vomiting or diarrhea in the last 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. This is especially important with jackets, coats, sweaters, etc. that are often removed during the day and left behind. The school is not responsible for lost, damaged or stolen clothing items.

LUNCH & LUNCHTIME GUESTS: The School Nutrition Program strives to serve the students of Marietta City Schools, appealing, nutritious and safe meals in a pleasant atmosphere. Monthly menus are planned centrally in accordance with federal guidelines of the United States Department of Agriculture and distributed each month to the students. Breakfast is offered to all students. All schools offer choices (offer verses serve) for students in the lunch menu.

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

LUNCHTIME GUESTS

1. All Visitors must sign in at the Front Office and wear a Visitor Badge.
2. Lunch time visits should be for special occasions only (birthdays, family visiting or school functions). Weekly lunches are not permitted because of limited seating. Saving lunch time visits for special occasions allows all families an opportunity to enjoy this time with their child.
3. Parents will meet their child in the atrium or look for them in the lunch room. Please do not walk down to the classroom.
4. Parents may only have lunch with their child during their designated lunch period. You may sit in the atrium at the picnic tables. Students cannot bring friends.
5. Parents will say their "goodbyes" in the cafeteria and the student will return to class with their classroom teacher.
6. Parents and Students are expected to follow the cafeteria expectations at all times. Keep your voices down and clean up after yourself. If you sit in the cafeteria, parents are expected to follow the table procedures (Red Cup = Silence, Yellow Cup = Soft Voice and Green Cup = Talk with your friends at your table).

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. The medicine is in a container issued by a pharmacy and the store label is attached.
2. The container label shows a recent date on which the prescription was filled.
3. The container label states the name of the student to whom the medicine is to be administered.
4. A prescription number is on the label.
5. The label contains adequate directions indicating the proper amount and method to administer the medicine.

6. The prescribing physician's name is shown 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 which 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 8am – 3:05pm. In order to ensure the accuracy of our dismissal, our office staff is unable to assist you from 3:05 – 3:30 pm. We ask that visitors refrain from entering the office until dismissal has concluded.

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.

PARENT INFORMATION GUIDEBOOK/ MARIETTA CITY SCHOOL DISTRICT – Each year the [MCS Family Information Guidebooks](#) are sent home to all families. Parents/Guardians are responsible for reading and understanding all the information contained in the guidebook. Parents/Guardians will need to sign and return the Receipt of The Parent Guide. Web Link -> <https://goo.gl/96ZBPf> (English) and <https://goo.gl/e5oqca> (Español)

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.

PICK-UP (EARLY): Please limit early pick-up of children except in emergencies and for appointments. Come to the office to check out a student. Please be prepared to present photo identification upon request. Early dismissal will not be permitted after 2:45 pm, as we have already begun dismissal preparations and procedures. No student will be released to an unknown or unauthorized person.

PICK-UP (LATE): Students waiting to be picked up will be supervised until 3:30pm. After 3:30 pm, they may be sent to After School Program if they are pre-registered. Regular After School Program 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.

PICTURE DAY: School pictures are taken twice a year. These photos will be used for the yearbook, unless the parent/guardian has signed the appropriate paperwork preventing their student's picture from being released for publication purposes. Photos may be purchased using the order forms that come home in your child's Thursday Star Report Folder.

RECESS: Teachers make every attempt to take students outside for a 20 minute recess, except when inclement weather does not allow. Please dress your child for the weather. All students go outside with the class unless a doctor’s note is sent to the teacher. **No siblings, parents or visitors are allowed on the playground during recess or during the school day.**

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. The publishing dates are posted on page 1 of the MCS Parent Information Guide. Progress Reports are published on the Aspen Parent Portal at the midpoint of each grading period. The Aspen Parent Portal can be accessed through the Marietta City School APP or any computer connected to the internet. Login information is distributed at the beginning of the school year. Please contact the office if you did not receive your login information.

- K-2nd Grade receive Standard Based Progress/Report Cards
- 3-5th 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 (*page 8 of the MCS Parent Information Guide*): Parents and students must comply with residency requirements. Such steps include, but are not limited to, requests for updated residency documentation and visits to the home by School Social Workers to verify the student and family reside at the address. Resident students who become nonresidents must immediately apply for enrollment as a nonresident tuition student or will be subject to immediate withdrawal.

SCHOOL CLOSING FOR INCLEMENT WEATHER (*page 6 of the MCS Parent Information Guide*): When there is a question about school being closed or dismissed early because of bad weather, WSB 750 AM is the radio station authorized to broadcast information about Marietta City Schools. Download the Marietta City School APP for important updates from the school district. In the event that school is dismissed early, the After School Program will also close early. It is advisable to have arrangements made with a friend or neighbor with regard to early dismissal.

SCHOOL GOVERNANCE TEAM “SGT”: Your Sawyer Road School Governance Team is composed of four teachers, two parent representatives, one community representative and the principal. The team will meet monthly starting at 7:45 am in the office conference room. Meeting minutes can be reviewed on the Sawyer Road Elementary website (www.sawyerroad.marietta-city.org)

SCHOOL HOURS: Regular school hours are from 8:00am – 3:15pm. Students and Parents may enter the building at 8:00am each morning. **Please do not send your child/children to school prior to 8:00am.** SRE Staff is not available to supervise students prior to 8:00 am. **Students need to be in their classrooms and ready to begin their day by 8:30 AM.** Parents may not escort their child to the classroom after 8:30 am.

SCHOOL PARENT COMPACT: The School Parent Compact is an agreement that parents, teachers, and students develop together that explains how parents and teachers will work together to make sure all our students reach grade level standards. The compact is reviewed and updated annually based on feedback

from parents, students and teachers during parent meetings and SGT meetings during the school year. If you have suggestions for ways to improve this compact, want to participate in the compact development and/or have suggestions for ways to improve the compact, please contact the office or parent liaison. The School Parent Compact can be found on the school webpage under the Title 1 Program tab. A copy is also available in the Title 1 Parent Involvement Binder located on the Parent Resource Table. Copies are also available in the office. The School-Parent Compact will be hand delivered during Parent Teacher Conference Week and will be signed by parent, student and teacher.

SCHOOL PARENT INVOLVEMENT POLICY: This is a plan that describes how Sawyer Road Elementary will provide opportunities to improve parent engagement to support student learning. SRE values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that SRE will support parent engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home. The School Parent Involvement Plan can be found on the school webpage under the Title 1 Program tab. A copy is also available in the Title 1 Parent Involvement Binder located on the Parent Resource Table. Copies are also available in the office.

SMART CLASSROOMS: Every classroom is equipped with an interactive whiteboard, including music, art, Spanish, and the STEAM laboratory. The interactive whiteboards and computers allow for research to support and spark inquiry as well as greater student engagement in all academic lessons.

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.

STAR REPORT: The “Star Report” home communication envelope will go home each Thursday. The envelope will contain important information for parents and samples of student work. The contents need to be examined thoughtfully, and the envelope should be signed and returned to school the next day.

STUDENT BEHAVIOR CODE: (Please refer to the Behavior Code on *page 26 of 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.

Students are expected to: demonstrate respect for self and others; demonstrate courtesy to others; behave in a responsible manner; attend class regularly; be prepared for class; take seriously the course of study; dress appropriately; cooperate with school officials; respect others’ property; and avoid violation of the student code of conduct. Students are expected to be ambassadors for our school system and must conduct themselves in a respectful and considerate way at all times whether at school, on school or school district grounds, en route to and from school, in the community or attending school related activities outside our community. Students who misbehave, show disrespect to school

employees or school property, or disrupt school activities shall be subject to appropriate disciplinary action.

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 immediately when a student is to be withdrawn from school. Textbooks and library books need to be returned to school prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his/her school records and provide you with necessary documentation for entry into his/her next school. Withdrawal paperwork requires 48 hours to be completed.

TITLE 1: Sawyer Road Elementary is a Title 1 School. Title I, Part A is a federally funded program under the Every Student Succeeds Act (ESSA). The purpose of Title I under the ESSA 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. Visit SRE Title 1 Webpage for more information <https://www.marietta-city.org/Page/2419>

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. This policy includes the wearing of school uniforms.

All students are expected to be in uniform Monday – through Friday. Fridays are considered spirit day and students are permitted to wear Sawyer Road T-Shirts or any College shirt. Sawyer Road unified dress code is as follows:

- *Tops:* Polo style collared shirts in navy blue, white or light blue. Solid colored shirts. No stripes or patterns allowed. Polo Shirts with the IB Logo are optional and can be purchased from Uniform Source.
- *Sweatshirts/Sweaters/Cardigans:* In Navy blue or gray. These should be solid colors (no stripes, plaids, designs, or sequins).
- *Bottoms* – solid colored khaki, navy, or denim pants/skirts/skortts/shorts/capris (with no decorative trims). No sweatpants, leggings or color/pattern pants.
- *Sawyer Road spirit wear* t-shirts and College shirts can be worn on Fridays only.
- You can purchase Uniforms and Spirit Wear from UNIFORM SOURCE at 2141 Cobb Parkway, NW, Kennesaw, GA 30152 (www.uniform-source.com or call 770-919-9967)

Parents wishing to request their child “opt out” of the uniform dress code may contact the school directly. Your request must be submitted to the school principal no later than 5 days after your child has been enrolled in school. Failure to do so will constitute an understanding and agreement by student and parent of full compliance to the Sawyer Road Unified Dress Code Policy for the school year.

VISITORS TO THE SCHOOL (page 8 of 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 visitors 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.

VOLUNTARY CONTRIBUTIONS: From time to time our school may request a voluntary donation from parents to help defer the cost of some of those additional opportunities and/or experiences, which state and local tax dollars do not provide. Any time we request a contribution, we will tell you how the money will be used. The donations sought will be completely voluntary and no student will be penalized if he/she does not contribute.

UNIFORM DRESS CODE (PICTURES)



Uniform Shirt Colors: Navy Blue, Light Blue & White

Sweatshirts and Sweaters in Navy or Gray only!



Polo with Logo \$10.99

Starfish T-Shirt \$9.40



Shirts with the IB Logo are optional and can be purchased from Uniform Source in Kennesaw.

Sawyer Road Elementary is a Title 1 School

Title 1, Part A is a federally funded program under the Every Student Succeeds ACT (ESSA). The purpose of Title 1 under the ESSA 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. While ESSA has many requirements, there is a strong focus throughout the law on parent and family engagement notification and involvement, particularly as it relates to:



- Ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement.
- Affording parents substantial and meaningful opportunities to participate in the education of their children.

Parent Involvement Is Important

Parental involvement is a crucial factor of Title 1 legislation. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including and ensuring that:

- Parents play an integral role in assisting their child's learning.
- Parents are encouraged to be actively involved in their child's education at school.
- Parents are full partners in their child's education and are included, when appropriate, in decision making to assist in the education of their child.

SRE Title 1 Documents uploaded on the [School Title 1 Webpage](#):

[Parents Right To Know Professional Qualification, August 22, 2018](#)

[Parent and Family Engagement Policy and Plan for Shared Student Success \(English/Espanol\)](#)

[SRE School-Parent Compact](#)



PARENT INPUT & FEEDBACK IS ALWAYS WELCOMED

If you have any suggestions regarding SRE's Title 1 Program, Budget, Parent & Family Engagement Policy, School-Parent Compact or have any comments/feedback, please [submit this form](#). As a stakeholder in your child's education, we value your input regarding the Title 1 Program at Sawyer Road Elementary.

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