



# SAWYER ROAD ELEMENTARY



International Baccalaureate  
Primary Years Programme

## PARENT & STUDENT HANDBOOK 2017-2018



*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.*

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School Website: <http://sawyerroad.marietta-city.org/>  
Marietta City Schools Webpage: <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-5<sup>TH</sup>: 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>

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**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/ABSENCES** (*see page 25-27 of the MCS Parent Information Guide*): According to Georgia law, parents must see that their children are in attendance each day of school. Absences can be excused for a religious holiday or observance, illness, death or serious illness of a family member.

An excused absence means that your child is absent for a legitimate and acceptable reason. The lawful reasons for an excused absence are personal illness, illness or death in the family, religious holiday, court appointment, quarantine or conditions rendering school attendance hazardous to health and safety. ***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. E-mails are not considered a valid form of written notification.

If a student has 5 *unexcused* absences a warning letter will be sent home. Tardies and dismissals are monitored and recorded in the students file. Excessive absences (**5 excused or unexcused absences**) will be reported to the school social worker. It is important for the school to know why your child is absent.

*Students need to be in their classrooms and ready to begin their day by 8:30 AM.* Any student not in their classroom by 8:30 is tardy. A parent **MUST** sign the student in at the office if arriving after 8:30 am. **Parents may not escort their child to the classroom after 8:30 am.** A student is counted absent for the day if they arrive after 11:45 am or leave before 11:45 am. If a student checks out for a doctor's appointment and returns to school after two hours they will be considered absent for the day.

*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.*
- *Serving as page of the Georgia General Assembly.*

*There is no conversion of multiple tardies to absences in the law, State Rule, or Marietta Board Policy.*

**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:** 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](http://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.**

- Before School hours are from 6:30 a.m. until the start of school and After School hours are from the end of school day until 6:30 p.m. There is a non-refundable registration fee for each program of \$10.00. The daily fee for the Before School Program is \$5.00 per day or \$25.00 weekly.
- After School Program is \$7.00 per day or \$35.00 weekly. A registration form must be completed before the child can attend either program. For additional information you can contact 770-429-3170 Ext. 3305.

**Holiday Camps:** Marietta Community School offers child care during school holidays throughout the school year. For more information contact 770-429-3170 Ext. 3305 or go to the website at [www.mariettacommunityschool.com](http://www.mariettacommunityschool.com)

*Late pick up rules from Community Schools:* Students waiting to be picked up will be supervised until 3:30 p.m. After 3:30 pm, students will be sent to the after school program if they are registered. Regular after school charges will apply. If your child is not registered for the after school program then the school staff will try to contact the parent and other people authorized to pick up the child. If a parent or authorized person has not arrived by 7:00pm, the police department may take the child into protective custody until a parent is located.

**BUS STOP NOTICE** (*page 5-6 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 the Safe Rider Contract outlined in the MCS Parent Information Guide (page 15-16).

\*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 bus students will be given an opportunity to eat breakfast without penalty.

**CAR RIDER PROCEDURES (BEHIND THE BUILDING):** 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** - 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. If a student phone or any other personal electronic device is discovered turned “on”, it will be confiscated by the staff member and sent to the office. A parent will be contacted and the cell phone will be returned to the student at the end of the day. 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.

**CHECK-IN AND CHECK-OUT:** A record is kept in the school office of early dismissals and tardies. When a student arrives late (after 8:30) an adult must sign the student in at the office. ***Parents may not escort their child to the classroom after 8:30 am.***

Early dismissals are handled by the school office. Only persons listed on the student registration form may check a student out early. Please be prepared to present photo identification upon request. **Early dismissal will not be permitted after 2:45 pm to avoid interruption with the schools dismissal procedures.**

**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. For this reason, communication is strongly encouraged between both parties. Classroom teachers are best reached by email, which can be found on our school website. 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. 2017-2018 Parent-Teacher conference week is September 18-22 and Student-led Conferences are February 12-16. Students are dismissed at 1:15 each day during Conference Week. 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:** Our two full time school counselors are Margaret Burgess Wright and Carrie Woityra

**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 Common Core 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](http://www.ibo.org), or by contacting our IB Coordinator, Jill Baker @ extension 2232.

**DISMISSAL** – 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, or via e-mail.
- 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.

Student will not be dismissed from the front office between 2:45 – 3:15 pm. 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.

- If a student is normally a car rider, we require notice from the parent before allowing students to be transported by anyone other than a parent.
- To safeguard our students, we do not allow students to ride home with unauthorized persons.
- At dismissal, “bus rider” students will be put on the bus unless a parent/guardian has notified the school office of another arrangement ***in writing***.
- Students are not permitted to change buses to ride home with friends unless they have a signed note from both students’ parent/guardians.
- For the safety of our students, we adhere strictly to these rules.

**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 school nurse is housed in the clinic located in the front office. Her hours are from 8:30-3pm 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 TIME POLICY:**

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 should 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](http://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. The office staff is more than happy to help all visitors before 3:00 pm.

**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.

**PTA:** We have an active PTA with a dedicated executive cabinet. We encourage you to become a member of our PTA. Our goal is to have 100% of parents and staff members as active members of the Sawyer Road Elementary PTA. The cost of a PTA Membership is \$5.00.

**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:** 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. 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.

**SCHOOL CLOSING FOR INCLEMENT WEATHER** (*page 7 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:** 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](http://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** (*page 13-14 of the MCS Parent Information Guide*): Standardized test results are used to help track student progress and to guide instruction. Third, fourth and fifth grade students will take the 2018 Georgia Milestones Assessment System (GMAP). The GMAP gives information about how well students are learning the state standards, in addition to measuring student growth from one year to the next. Kindergarten through fifth grade students will take the norm referenced Measures of Academic Progress (MAP) Assessment three times during the school year (Fall, Winter and Spring). The MAP Assessment is an achievement test and provides comparisons to national norms, in addition to

measuring student growth throughout the year. Parents receive copies of test results. More information will be sent home as the dates approach.

**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 CONDUCT:** The Marietta Board of Education expects the highest standard of conduct and decorum of all students attending Marietta City Schools. Unacceptable conduct which prohibits learning and which disrupts other students will not be tolerated. Students who display behavior not consistent with school expectations will be disciplined. The cooperation of parents is an important element in modifying behavior that is unsatisfactory. Student behavior will be reflected in the conduct grade on each report card. Please refer to the Behavior Code on *page 31 of the MCS Parent Information Guide* for further guidelines. Sawyer Road students are expected to:

1. Be respectful to all adults.
2. Show self-control in relationships with other students and use peaceful conflict resolution skills.
3. Show consideration for the property of others as well as their own.
4. Make the best use of time at school.
5. Walk quietly through the halls and keep to the right.
6. Talk softly and use good manners at all times.
7. Do their share to keep the school building and grounds attractive.
8. Use acceptable language in speaking and writing.
9. Follow standards for student conduct as listed in the Marietta Board of Education (distributed at the beginning of the school year or upon enrollment).

**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.

**TITLE 1:** Sawyer Road Elementary is a Title 1 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.

**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 Thursday. Fridays are considered spirit day. Sawyer Road unified dress code is as follows:

- Uniform Polo-style shirts (w/ IB Logo) in Navy.
- Uniform bottoms - khaki, black, navy, or blue jean pants/skirts/skorts/shorts/capris (with no decorative trims).

- Sawyer Road spirit wear on Fridays.
- You can purchase Uniforms and Spirit Wear from UNIFORM SOURCE at 2141 Cobb Parkway, NW, Kennesaw, GA 30152 ([www.uniform-source.com](http://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 13 of the MCS Parent Information Guide*): We always welcome visitors to our school. 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.

**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.

# IMPORTANT 2017-2018 CALANDAR DATES

August 3	First Day of School
September 4	Holiday: Labor Day
September 12	Grades published on ASPEN
Sept 18-22	Elementary Conference Week and Scholastic Book Fair
Sept 25-29	Fall Break
October 16	No School / Professional Learning Day
October 19	Grades published on ASPEN
Nov 20-24	Thanksgiving Break
November 29	Grades published on ASPEN
December 20	Last Day, 1 <sup>st</sup> Semester (88 Days).
Dec 21 – Jan 3	Winter Break
January 4	Students return to school. 1 <sup>st</sup> day, 2 <sup>nd</sup> Semester.
January 5	Grades published on ASPEN
January 15	Holiday: MLK Jr.
Feb 12-16	Elementary Conference Week and Scholastic Book Fair
February 15	Grades published on ASPEN
Feb 20-23	Mid-Winter Break
March 12	No School / Teacher Planning Day
March 27	Grades published on ASPEN
April 2-6	Spring Break
May 4	Grades published on ASPEN
May 25	Last Day of School
June 4	Grades published on ASPEN

**Lunch Schedule will be posted soon.**

## LUNCH SCHEDULE

KA	10:50-11:20	2G	11:25-11:55
KB	10:50-11:20	3A	12:00-12:30
KC	10:50-11:20	3B	12:00-12:30
KD	10:50-11:20	3C	12:05-12:35
KE	11:00-11:30	3D	12:00-12:30
KF	11:00-11:30	3E	12:05-12:35
KG	11:00-11:30	3F	12:05-12:35
1A	12:30-1:00	4A	11:35-12:05
1B	12:20-12:50	4B	11:35-12:05
1C	12:20-12:50	4C	11:35-12:05
1D	12:20-12:50	4D	11:45-12:15
1E	12:20-12:50	4E	11:45-12:15
1F	12:30-1:00	5A	12:40-1:10
1G	12:30-1:00	5B	12:40-1:10
2A	11:10-11:40	5C	12:40-1:10
2B	11:25-11:55	5D	12:45-1:15
2C	11:25-11:55	5E	12:45-1:15
2D	11:10-11:40		
2E	11:25-11:55		
2F	11:10-11:40		



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