

Parent/Student Handbook

**Sardis Enrichment School
2805 Sardis Road
Gainesville, Georgia 30506
770-532-0104**

Jim Carter, Principal

Kim Nicholson, Assistant Principal

PRINCIPAL'S MESSAGE

Welcome to Sardis Enrichment School! We are excited about this school year and look forward to partnering with you. As we work to provide a challenging and caring environment to help students grow at their best rate, many opportunities will be provided for them to participate actively in their learning. As you can see by our school mission, our goal is to help every child be successful.

I encourage parents and families to get involved in their child's education by attending PTO meetings, volunteering at school, communicating closely with teachers, and reading with their children daily. When the school and the home work as partners, students thrive. Join with us in making this a great school year!

SARDIS ENRICHMENT SCHOOL PHILOSOPHY

It is the philosophy of Sardis Enrichment School that the school must provide opportunities for students to explore and develop talents and strengths in order to become readers and problem solvers.

MISSION

It is the mission of Sardis Enrichment School to offer students opportunities to become proficient readers and problem solvers by engaging them in the Renzulli School-Wide Enrichment Model.

SARDIS SCHOOL CREED & DISCIPLINE

Bobcat 5: Be Safe, Be Ready to Learn, Be Responsible, Be Caring, and Be Respectful to Everyone and Everything

The Bobcat 5 is the basis of our school-wide discipline plan and students are encouraged to follow these principles throughout the school day. When students make other choices, consequences are on a case by case basis and are intended to encourage a positive change in behavior. In addition to the Bobcat 5, common expectations exist in several areas. In addition to these expectations, students are also expected to abide by the Hall County Schools [Code of Conduct](#).

HALLWAY EXPECTATIONS

- Keep hands and feet to yourself. Hands and feet should not touch the walls or others.
- Walk in the hallway.
- Travel on the right side of the hallway in a single file line.
- Hallways should be quiet so as to not disrupt classrooms and to show respect for others.

LUNCHROOM EXPECTATIONS

- Students should get all meal items, napkins and condiments before they sit down and should remain in their seat for the duration of their lunch period.
- Students should participate in quiet conversation with others nearby.
- Students are expected to show good table manners.
- Students should clean up their own lunch table area.

The discipline that children learn at home is foundational for their behavior at school and we ask that parents support students by following up on discipline concerns at home. If the school reports a discipline concern, please talk with your child and the teacher to work on a solution together. Please refer to the *Hall County Board of Education's Code of Conduct and Discipline Procedures* for more information on expectations for behavior and potential consequences.

ATTENDANCE, CHECK OUTS, AND SCHOOL HOURS

The school day is from 7:45 a.m. to 2:15 p.m., with doors opening for students at 7:15 a.m. Students arriving after 7:45 are tardy and must be accompanied by a parent to the office to be signed in. Habitual tardiness is addressed by the school social worker.

Students who eat breakfast at school should arrive by 7:30 in order to ensure enough time to eat before class begins.

Any students who are absent should bring a written excuse signed by his/her parent upon return to school. Excused absence reasons include student illness and death in the student's immediate family. Absences due to an emergency are handled on a case-by-case basis.

In order to have adequate time to prepare for dismissal, student early check out ends at 1:45 p.m. and in order to preserve instructional time, students are not called to the office prior to the arrival of a parent to check the student out.

AFTER SCHOOL PROGRAM

Students have an opportunity to attend the YMCA After-School Program from 2:30-6:00 p.m. You may contact YMCA to register and to get program information at 770-532-4420. The YMCA will be available during Open House to register students.

BOOK BAGS

The use of rolling book bags is discouraged due to safety concerns.

According to Hall County Policy, student book bags, desks and other school property are subject to inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using "drug-sniffing" dogs or metal detectors.

BREAKFAST AND LUNCH

Nutrition plays an important role in each child's ability to learn and do well in school. The cafeteria serves breakfast to over 300 students from 7:20 a.m. to 7:50 a.m. daily, so please have your child at school by 7:30 a.m. if they plan to have breakfast.

At lunch time we offer the choice of two entrees or a chef salad with a variety of fruits and vegetables. Milk is also served and may be purchased by students who bring their lunch. Parents are invited to eat

lunch with their children, but students may not invite other friends to join them. When possible, please notify us by 8:30 a.m. the day you are coming.

Please do not bring/send carbonated drinks, glass bottles, or food from restaurants to school. It is also very helpful if your child can open their own containers for lunches brought from home.

Free and reduced-priced breakfast and lunch are available to students who qualify and we encourage you to complete the form online [here](#), but paper copies may be requested from our cafeteria. Free/reduced status does not carry over from year to year, so please complete a new form before the start of each school year in order to ensure continued enrollment in the program. Meal charges incurred due to lapse in participation are the responsibility of the parent.

We encourage students to make pre-payments for meals on Monday. You also have the option of our online payment system at www.mealpayplus.com. Charge letters are sent home with students who owe for meals, and charges in excess of \$50 are turned over to Hall County Schools Central Office.

CLASSROOM INSTRUCTION

All classroom teachers strive to meet individual needs, challenging students to reach their full potential. The classes offer a variety of teaching methods that are proven to be successful. Teachers plan for a wide range of student interests, abilities and levels of maturity. Emphasis is placed on sequenced learning, learning styles, multi-sensory lessons, cooperative learning, active participation, practicing skills and arts infusion. Our classes rely on continuous assessment of student growth, cooperation among students, and individualized lessons, as well as flexible grouping.

CONFERENCES

We encourage parents to be informed about their child's progress and to partner with the school for each child's success. In addition to progress reports, teachers will be available for fall and spring conferences to meet for conferences. Whenever you have a concern, please email your child's teacher or call the office to set up an appointment with him/her to discuss any questions or concerns you have. If you have concerns that remain after contacting the teacher, you are welcome to make an appointment to visit with an administrator.

CUSTODY OF CHILDREN

School personnel are bound by law to release children to either of their natural parents unless a copy of a court order stating otherwise is on file. If you are divorced or separated and the custody of your child or children has been awarded to you by the court, a copy of the court order **MUST** be on file in our office.

DRESS CODE

In order to minimize distraction we ask that children and adults who are in the building abide by the following guidelines regarding dress. If a student wears clothing that creates a disruption and/or is outside the guidelines below, a parent may be contacted to bring a change of clothes.

- Children are encouraged to dress adequately, suitable to weather conditions, and in good taste.
- Shoes should be worn at all times, with tennis shoes being recommended. Flip flops can be hazardous on the playground and are not appropriate for P.E. class.
- Students may wear shorts to school during hot weather. In third through fifth grades, skirts, shorts, and culottes should be fingertip length.

- No content related to gangs, alcohol, tobacco, vulgar/obscene language, or objectionable content is allowed on clothing.
- See-through tops, tank tops, halter tops, spaghetti straps or shirts that expose the tummy are not allowed.
- Pants should be worn in such a way that undergarments are not exposed. If the pants are too big, a belt should be worn. Rips/holes/shreds in pants should not be higher than finger length (pocket area and above are always too high).
- See-through shirts are not allowed.
- Hats may be worn on designated days.
- Hair styles or hair colors that disrupt instruction are not permissible.
- Students should wear tennis shoes on the days they are in the gym.

ELECTRONIC DEVICES

Students are allowed to bring their electronic devices to school as a learning tool under teacher direction as long as they are not a distraction in the learning environment. Note, however, that the school is not responsible for any lost or stolen items and any device that connects to the internet must abide by Hall County regulations regarding internet use. When not being used for learning tools in the classroom, devices should remain turned off and in the backpack at all times (including on the bus).

ENRICHMENT

Enrichment opportunities are based on student strengths and interests. Enrichment clusters run for approximately 8 weeks each fall Spring. Student products and projects will be shared with parents at the end of the cluster sessions at our Cluster Showcase. Some cluster projects may be ongoing depending on the needs and interest of the students.

EMERGENCY SCHOOL CLOSINGS

In emergency situations such as snow or ice, lack of heat or power, etc. the school may close early or be cancelled. The local radio station—WDUN 550—will make public announcements, and the Infinite Campus Messenger system will send phone and/or email notifications. If schools close early, all After-School Program children will be sent home on the bus unless prior arrangements have been made. Please make sure that the school knows if emergency numbers for your child change for any reason.

EMERGENCY PROCEDURES

Monthly fire drills, periodic tornado drills and periodic lockdown drills are held. In the event of a real emergency, be assured all necessary steps will be taken to give your child the best possible protection. In the event of an emergency situation please do not attempt to pick up your child as he or she will be in the emergency area, and we do not check students out during these scenarios. When safe and if appropriate, students will be released to parents after communicating to parents when and where to come for check out.

FIELD TRIPS

Field trips relating to classroom and educational experiences are taken throughout the year and in order for a student to participate, a permission slip will be sent home to be signed and returned. Students who do not have signed permission slips will remain at school. Parents are often asked to help chaperone and

may be asked to carpool on field trips. Children not enrolled at Sardis may not attend field trips. Students should avoid bringing extra money to spend on memorabilia.

FIRST AID/MEDICATION

Parents of students with allergies or who need to take medication during the school day should speak to the nurse and provide the school with the necessary medication. In addition, the school has a team of teachers who have been certified in first aid and CPR/AED to respond in emergency situations.

Whenever possible, medications should be given at home, however the school system recognizes that certain medications may be required during school hours. **Medications administered must have prior written permission.** In order for your child to receive medication at school, you will need to:

- Complete "**The Parent Medication Permission Form.**" This form provides parent permission for over-the-counter and short-term (less than 10 days) medications, and physician-prescribed long-term (more than ten days) to be administered at school.
- Provide the completed "**The Health Care Provider Medication Information Record.**" This form provides the information from your health care provider about medication that is to be given for more than 10 days or administered regularly during the school year.
- Bring the medication to the school nurse. (Children are not permitted to bring medication. An adult must bring it to the school.)

Please take the time to read the **guidelines below** carefully. These policies will require cooperation and communication between parents and school personnel.

1. Medication received at school in un-labeled bottles, pills in zip-lock bags or aluminum foil **WILL NOT** be administered.
2. Non-prescription medication must be brought by an adult to the school in the **original** container along with a written request including parent name and phone number, and directions for administration.
3. Prescription medication must be brought to the school in the **original** prescription container labeled with the student's name, date prescribed, instructions for administering, name of drug, name of issuing Health Care Provider, expiration date, and manner in which medication is to be given.
4. Schools will dispense medication only as directed on the **original** labeled container. **It is the responsibility of the parent/guardian** to notify the school if changes in the medication, dosage, and/or time of administration are requested and a new **original** container must be provided.
5. For ALL medication to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" and by having the health care provider complete a "Health Care Provider Medication Information Record."
6. **It is the responsibility of the parent/guardian** to inform the school, in writing, of any pertinent changes regarding medication/health. A new "Medication Permission Form" must be provided indicating requested changes.
7. **It is the responsibility of the parent/guardian** to deliver **ALL** medication to the nurse's office or other designated school personnel.
8. A "Parent/Guardian Medication Permission Form" **and** if pertinent, a "Health Care Provider Medication Information Record" shall be kept relative to each medication taken by the student during the school day. This record will include student's name, name of medication, time, method of administration, and correct dose.

9. Long-term medications usually need to be refilled on a monthly basis. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication.

If you have questions regarding medication administration at school, please call the school or the Director of Student Services at 770-534-1080.

GIFTED PROGRAM – S.E.A.R.C.H

The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. Gifted students are provided with a differentiated curriculum consisting of courses of study in which the content, the teaching strategies, and the expectations of student mastery are appropriately modified.

Referrals of students for consideration for the gifted program may be made by classroom teachers, special area teachers, counselors, administrators, parents or guardians, student peers, or the student himself/herself. The identification process includes evaluation in ability, achievement, creativity, and motivation.

For more information about the gifted program, please call Mrs. Kim Allen or Mrs. Deanna Fawcett, gifted program teachers, during school hours.

HOMEWORK

Homework is designed to support the learning that takes place in the classroom and will be assigned to students by the classroom teacher. It is important that students complete homework assignments on time.

One of the best habits you can instill in your child is reading on a daily basis by making time for books, reading to your child, and providing a time in which reading for pleasure is the norm. The best way to become a better reader is to read!

ICE CREAM

Students may purchase an ice cream treat to eat after lunch. The cost is \$1.00 per ice cream.

INSURANCE

For information about purchasing a school insurance policy, application forms are available online at www.hallco.org. We encourage students to get this coverage if they are not covered in a family accident plan.

LIBRARY/MEDIA CENTER

Students visit the media center regularly and everyone is encouraged to have a book checked out to read! There is a charge of replacement cost plus one dollar processing fee for lost or damaged books.

LOST AND FOUND

Please make sure your child's name is on each item of clothing that could be lost at school. Each year we have a large number of unclaimed items that are placed on the Lost and Found rack. At the end of each semester lost and found items are donated to charity.

MONEY

If you send money to school for lunch, milk, ice cream, or other reasons, we suggest you put the money in an envelope with your child's name, the teacher's name, amount, date and the purpose for which it is sent.

PARTIES AND SIMILAR ACTIVITIES

Two parties will be held during the school year, at Christmas and Valentine's Day. If you would like to help with these, please contact your room parent. In order to preserve instructional time, students from other rooms may not attend a class/grade level party/activity, including those of siblings. Due to limited physical space and to better monitor the activity, pre-school age children are not allowed to attend the parties. Balloons are not allowed at parties.

Students' birthdays are recognized on the monthly birthday bulletin board and with the Bobcat Birthday celebration at the end of the month. Flower and balloon delivery are not allowed. Please do not have your child pass out invitations to private parties unless all girls and/or all boys in the class are included.

PTO

Sardis has an active Parent Teacher Organization supporting the school and students. The PTO holds meetings throughout the school year as they work to build community, support teachers, and raise money for the school. Notice of all PTO meetings can be found in school and classroom newsletters. We encourage all parents to join and support the PTO.

REPORT CARDS

Report cards will be sent home each 9 weeks, and we encourage you to reach out to your child's teacher more frequently if you have any questions or concerns.

SCHOOL FROM HOME

In the event of inclement weather or other unexpected school closings, Hall County School District often participates in "School from Home" days. During these "School from Home" days, all schoolwork assigned is expected to be completed and submitted to the teacher. If the work is not completed at home on the "School from Home" days, the student will still be held accountable for those assignments.

SCHOOL SUPPLIES

A list of needed supplies is available in the office and on the school website. We encourage parents to provide the necessary supplies, but we recognize that some students may benefit from additional resources. If your family is in need of school supplies, please visit with our counselor.

STUDENT RECORDS

As a parent, you have the right to see your child's permanent record folder. While we do not charge a fee for the service, if you request a copy of any part of your child's record it may take up to three business days to process the request. When a child leaves Sardis and enrolls in another school, the school records are automatically sent to the new school.

SPORTS

Sardis has no competitive sports program since such programs are not permitted by State School Standards, Southern Association of Schools and Colleges, Georgia Accrediting Commission, Georgia School Board and the Hall County Board of Education. We do have a physical and health education program in which all children participate. Community sports such as football, basketball, baseball, and soccer are available under the direction and supervision of the Hall County Parks & Leisure Department.

TOYS

Since toys have a tendency to cause distractions/disruptions in the classroom as well as on the playground, students are not allowed to bring toys to school.

TRANSPORTATION INFORMATION

Bus Rider Information

- Buses load each afternoon at 2:15 p.m.
- School rules extend to the bus and additionally, students are expected to remain seated in their assigned seat with electronic devices remaining off and in their backpacks while on the bus. Additional rules/expectations will be shared by the bus driver.
- Please see additional information below regarding transportation changes.

Car Rider Information

- Morning car rider line begins at 7:20 a.m. If you arrive early, please wait for the car rider line to begin instead of dropping off early otherwise your child will be left outside unattended since early supervision of students is not available. Bus lanes need to be kept open and students may NOT be dropped off in the lower parking lot. If you use the lower lot in the morning, you must park and walk your child all the way to the front door. Please do not park in the bus lanes.
- Afternoon car rider line begins at 2:26 p.m. and students must be picked up from car riders by 2:45 p.m. For safety purposes, all those picking up car riders should have the current year's car rider tag. Those without a tag will be directed to the office for check out. Repeated late pick ups will result in the school contacting the School Resource Officer and may result in revoking the privilege of attending Sardis for students who are here due to the school's magnet program.
- Please see additional information below regarding transportation changes.

Transportation Changes

- If your child needs to be a car rider instead of bus rider, ride a different bus, or go home with another child or adult, please send a signed note to the school concerning the change. The note will be signed by the teacher and bus notes will be handed to the bus driver. **Bus drivers are not allowed to make changes without a signed note.**

- Please make sure your child and your child's teacher are aware of transportation arrangements.
- *While we also accept electronic messages for transportation changes, there is NO GUARANTEE that a teacher is working on a particular day or that he/she will see your message in time. Please send a note to school with your child whenever possible. If you have to send an electronic message, please also call the school to notify us so we can be aware. NO transportation changes are made over the phone. This is only to notify us that you have requested the change electronically.*

VISITORS AND VOLUNTEERS

Parents are welcome to visit the school! Anyone visiting must wear a visitor's pass, obtained by signing in at the office with your license/id to be checked in by the Checkmate System. Volunteers are asked to pre-arrange hours with the teacher and children who are not enrolled in Sardis are not allowed to attend school as a visitor with a Sardis student, but may have lunch as a visitor, with an accompanying adult.

Volunteers are welcome and enlisted from all parts of the community to help tutor students, assist in the classroom, and serve on school management teams. All volunteers must briefly meet with our school counselor prior to working one-on-one with students. Please do not bring preschoolers with you when you volunteer.

After the tardy bell rings, parents should not disrupt instruction time to talk with teachers. Our instructional time is limited and every day counts so please set and appointment time for a conference.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

The Hall County School System AHERA Management Plan is available for public inspection upon request at the Hall County Board of Education Department of Facilities. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan please call the Department of Facilities at (770) 534-1291 and ask for Pam Cravero.