



**STUDENT HANDBOOK**  
**2012-2013**

**SAGAMORE HILLS ELEMENTARY SCHOOL**  
**1865 ALDERBROOK ROAD**  
**ATLANTA, GA 30345**  
**678-874-7502**  
**WWW.DEKALB.K12.GA.US/SAGAMORE**

**THIS AGENDA BELONGS TO:**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
EMERGENCY PHONE NUMBER \_\_\_\_\_  
HOMEROOM TEACHER \_\_\_\_\_  
NORMAL DISMISSAL \_\_\_ ASA \_\_\_ BUS # \_\_\_\_\_  
                          \_\_\_ CAR RIDER \_\_\_ WALK \_\_\_\_\_

## PRINCIPAL'S MESSAGE

Dear Sagamore Hills Parents and Students,

Welcome to the 2012-2013 school year at Sagamore Hills Elementary School! I hope that this will be a very successful school year for you.

The pages of this handbook contain important information regarding school policies and procedures. I suggest that students and parents review the contents together. If you have questions that remain unanswered, please call the school office, 678-874-7502. We feel that open and clear communication between home and school is essential to the success of our educational program.

The Sagamore Hills School Agenda has been designed to assist students in organizing their daily, weekly, and long-term assignments. It is expected that students record assignments daily and other important school information. It is strongly recommended that parents check their child's agenda daily. We hope that this program will improve your child's organizational skills. In addition, we feel that the agenda will serve as a helpful resource for parents as they work to provide academic support at home. Sagamore Hills parents are valuable partners in the important job of educating the children of our school community.

We welcome your participation and support during the school year. Please become involved in Sagamore Hills by joining PTA, volunteering your time and talents, attending school programs and events, and visiting the school. Working together we will be able to reach our individual and school goals. We look forward to celebrating with you the achievements of our students.

Have a terrific school year!

Julie A. Martin, Principal

### **Vision**

Sagamore Hills Elementary – Establishing a solid foundation for a lifetime of learning.

### **Mission**

The mission of Sagamore Hills Elementary School is to form a collaborative effort between home and school that maximizes students' social and academic potential, preparing them to compete in a global society.

### **Values**

- Hold high expectations for ALL.
- Students learn best when actively engaged in the learning process.
- Students are valued individuals with unique physical, social, emotional and intellectual talents, attributes and needs.
- Faculty and staff, parents, and the school community share the responsibility for the support of the school's mission.

## **2012-2013 School Calendar**

August 13	First Day of School
September 3	School Closed-Labor Day
October 8	School Closed-Student Holiday
November 6	School Closed-Election Day
November 19-23	School Closed-Thanksgiving
December 21	End of First Semester
December 24- January 7	School Closed-Winter Holidays
January 8	First Day of Second Semester
January 21	School Closed-MLK Jr. Holiday
February 18	School Closed-President's Day
March 8	School Closed-School Holiday
April 8 – 12	School Closed-Spring Holidays
May 23	Last Day of School

## TOPICS COVERED IN THIS HANDBOOK:

- After School Academy
- Arrival and Dismissal
- Attendance
- Awards Day
- Cafeteria Rules
- Cell Phones
- Changes in Student Information
- Clubs & Organizations
- Communication
- Cultural Arts
- Deficiency Reports
- Discipline
- Dress Code
- Emergency Drills
- Field Trips
- Grading Scale
- Health Requirements
- Homework
- Homework when Absent
- Illness at School
- Inclement Weather & Emergency Early Dismissal
- Insurance
- Lost & Found
- Lunch & Breakfast
- Maintaining School Property
- Medication
- Parent Involvement
- Parent – Teacher Association
- Parent – Teacher Conferences
- Parties
- Physical Education
- Progress Reports
- Special Area Classes
- Student Evaluation
- Technology
- Testing Programs
- Textbooks
- Traffic Safety
- Use of School Telephones
- Valuables
- Visiting School
- Weekly Courier
- Withdrawal from School

---

### After School Academy

Sagamore Hills provides after-school care to students on a daily or weekly basis each school day until 6:00 pm. Our after-school staff is composed of Sagamore Hills teachers and paraprofessionals. Parents will be charged a fee for their child's participation in the program. Further information is available from the main office. Please note that students not picked-up from school by 3:00 pm will be escorted to the after-school program and parents will be charged a \$15 fee.

### Arrival and Dismissal

Due to limited supervision for students before 7:20 am, it is requested that students not be dropped-off in the mornings before 7:20. Students may report directly to homeroom at 7:30 or may report to the cafeteria for breakfast. The school day begins at 7:45 am. The school day ends at 2:30 pm. A clear plan for daily dismissal should be established for each student by the parents. This plan should be communicated to the homeroom teacher prior to the first day of school. Any change in dismissal should be communicated in writing to the homeroom teacher. Last minute phone calls disrupt the educational environment and are not the most effective means of communication. If it becomes necessary for a student to leave school prior to the end of the school day, the parent or guardian must check-out the student in the front office. Children will

not be called to the office prior to the arrival of the parent. In order to ensure a safe and orderly dismissal, students may not be checked-out after 2:00 pm. Private vehicles arriving to pick-up students at the end of the school day are required to display a sign on the passenger side of the windshield. This sign will be provided during Open House and is available in the front office. Car riders are dismissed each day after buses have departed.

### Attendance

Improving student attendance continues as a school goal for the 2012-2013 school year for **every** student at Sagamore Hills. Excessive student absences impact the school's State Report Card score results. When students are absent, a written note should be sent to the homeroom teacher on the day of return to school. Lawful, excused absences are defined by Georgia law as illness, death in the family, religious holidays, and instances where attendance could be hazardous as determined by the DeKalb County School System. Students must be in attendance for one-half day (3 hours and 15 minutes) to be counted as present. Excessive absences and tardies will result in consequences as specified in the DeKalb County Code of Conduct. Students are marked tardy after 7:45 am. **Students arriving after 7:45 am MUST be signed-in by a parent or guardian in the front office before reporting to class.**

## Awards Day

Sagamore Hills will have an Awards Day program at the end of first semester and second semester. Students are recognized for a variety of achievements and accomplishments.

### Awards Criteria:

*Principal's Honor Roll* – Awarded to students in first-fifth grades who earn all A's, S's, or E's with satisfactory conduct summary grades. This includes PE, Art, Music, and Discovery. The student must not have been suspended during the semester.

*Honor Roll* – Awarded to students in first-fifth grades who earn all A's, B's, S's, or E's with satisfactory conduct summary grades. This includes PE, Art, Music, and Discovery. The student must not have been suspended during the semester.

*Academic Award* – Awarded to students in first-fifth grades who earn all A's, B's, S's, or E's. This includes PE, Art, Music, and Discovery. Conduct grades are not considered.

Other Awards and recognition might include; Perfect Attendance, Citizenship, the Wildcat Award, Accelerated Reading Goals, Math Fact Mountain Climbers, Math Superstars, and others.

## Cafeteria Rules

Students are expected to exhibit appropriate behavior and follow these rules in the cafeteria.

- Use soft voices to talk to others seated at your table.
- No more than six students may sit at one table.
- You are to remain seated and properly face the table.
- Ask permission to leave your seat.
- Use appropriate table manners.
- Raise your hand if you need assistance.
- Walk at all times in the cafeteria.
- Eat your own food; never trade or exchange food.
- Wait to be dismissed by the cafeteria monitor.

## Cell Phones

Students are permitted to have cell phones at school. However, the cell phone must remain off during the instructional day. Please review

the Student Code of Conduct handbook for additional information regarding cell phones.

## Changes in Student Information

It is imperative that the school office be notified immediately if you have a change in address, telephone numbers, or emergency information during the school year.

## Clubs and Organizations

Sagamore Hills offers a variety of fun and interesting extracurricular activities to enhance our instructional program. Although this list is subject to change depending on interest, the following organizations are expected to be a part of Sagamore Hills for the 2012-2013 school year:

4-H Club	Math Tournament
Academic Bowl	Reading Bowl
Book Buddies	Running Club
Broadcasting Team	Safety Patrols
Chess Club	Science Olympiad
Junior Beta Club	School Play
Junior Great Books	Talent Show
Kindergarten Helpers	

## Communication

Communication between home and school is critical. The Agenda is a terrific daily communication tool. Please monitor the use of the Agenda to stay informed of classwork, homework, projects, tests, quizzes and other classroom activities. You will receive a monthly newsletter from your child's teacher with updates and news about the curriculum standards and instructional activities occurring in the class. You will also receive a monthly newsletter distributed by the Sagamore Hills PTA. This newsletter is filled with school news and PTA updates.

Teachers can be contacted directly via email or telephone. You will receive teacher contact information at the beginning of the school year. The Sagamore Hills website and the Sagamore Hills PTA website are excellent resources to stay abreast of school news.

[www.dekalb.k12.ga.us/sagamore](http://www.dekalb.k12.ga.us/sagamore)

[www.ptasagamorehills.org](http://www.ptasagamorehills.org)

Our PTA also maintains an email database and distributes a weekly email update of school activities and events to all Sagamore parents who wish to participate.

### Cultural Arts

Sagamore Hills and the PTA enrich our instructional program by providing cultural arts programs for students. Special programs are offered as assembly programs and field trips throughout the school year. Parents will be sent a permission form in advance of all cultural arts field trips.

### Deficiency Reports

Deficiency reports communicate to parents and guardians that their child is not performing satisfactorily academically and/or behaviorally. Parents will be informed anytime a student is in danger of failing or is not working to his or her potential.

### Discipline

Sagamore Hills discipline plan is aligned with DeKalb County's Code of Student Conduct. This discipline plan is communicated with students and parents at the beginning of the school year and is reviewed frequently with students throughout the school year. Students are expected to exhibit behavior that is conducive to a distraction-free learning environment. Name-calling, teasing, or any form of bullying will not be tolerated. The Sagamore Hills school staff requests the support of parents in helping to establish and maintain high expectations for behavior.

### Dress Code

All clothing should reflect the high standards of the Sagamore Hills learning environment. Students are not permitted to wear tank tops, bare-midriff tops, short shorts, miniskirts, baggy pants, or items of clothing that display negative or inappropriate messages or designs. Tennis shoes must always be worn for physical education. Students are encouraged to show their school pride by wearing Sagamore Hills t-shirts or school colors on Fridays. Our school colors are yellow, white, and navy blue. The dress code guidelines comply with the DeKalb County School System guidelines published in the Student Code of Conduct.

### Emergency Drills

Throughout the school year we will conduct school-wide emergency drills to ensure preparedness for a fire, tornado, and lock-down

procedures. Teachers review these procedures with students frequently. Emergency procedures are posted in every classroom, in hallways, and are components of substitute teacher plans.

### Field Trips

Properly planned and supervised educational field trips are a valuable and important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips.

### Grading Scale

A	90-100	E - Excellent
B	80-89	S - Satisfactory
C	71-79	N – Needs Improvement
D	70	U - Unsatisfactory
F	69 and below	

### Health Requirements

**Immunization:** All children enrolled in a public school must have a certificate of immunization on file. Children entering school for the first time must present Form 3231, the Georgia Department of Human Resources Certificate of Immunization. This form is available from local physicians and the DeKalb County Health Department.

**Eye, Ear, and Dental Examination:** Every child admitted to a Georgia public school must furnish school authorities Form 3300, the Vision, Hearing, and Dental certificate. To be valid, the vision, hearing, and dental examinations must have been conducted within a one-year period prior to enrollment in school.

### Homework

Homework is assigned to all students at Sagamore Hills. Students in grades one through five should record daily, weekly, and long-term assignments in this Agenda book to help manage time and homework assignments.

Homework time each evening should include time for reading for pleasure.

Parental feedback on the quality and quantity of homework assigned is invited.

### Homework When Absent

If a student is absent, it is the student's responsibility to make-up missed assignments. Your child may request and receive missed

assignments when they return to school after an absence. You may also telephone the school office before 10:00 am to make arrangements to pick-up assignments at the end of the school day or make arrangements for assignments to be sent home with another student.

### Illness at School

Children who show evidence of illness such as a high temperature or vomiting may not remain at school. Children who have a fever or are vomiting should not be sent to school. Any child becoming ill at school will be sent to the clinic and the parent will be called. When you register your child at the beginning of the year you are asked to fill-out a clinic card. The information on this card is of great assistance to us to contact you. Please make certain that you can always be contacted in the event of a medical emergency.

### Inclement Weather & Emergency Early Dismissal

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the safety of students and staff. If a potentially hazardous event occurs prior to the beginning of the school day, parents are asked to listen to the radio or television broadcasts for further information. If an emergency early dismissal is necessary, school personnel will follow written instructions that were provided by parents at registration.

### Insurance

DeKalb County students may purchase accident insurance that covers the child during school hours and while traveling to and from school. Applications are available at registration. Insurance may be purchased anytime during the school year.

### Lost and Found

Clothing and books lost at school are taken to the Lost and Found storage container located on the stage. Unclaimed items are donated to charity at the end of each semester. Students are urged to label personal belongings and to check periodically for lost items.

### Lunch and Breakfast

Sagamore Hills offers a well-balanced breakfast and lunch program daily. All menus are

prepared by certified nutritionists and offer low-fat, healthy, and delicious food. We encourage students to participate in our breakfast and lunch programs.

We encourage parents to pay for meals in advance. DeKalb School Nutrition offers an online payment system that allows parents to add money to their children's accounts using a credit or debit card. Personal checks are also accepted. Families may apply for the reduced or free breakfast and lunch by filling out an application.

System guidelines prohibit bringing in food from fast food restaurants during breakfast and lunch.

### Maintaining School Property

Students are expected to assist in maintaining cleanliness in the classroom, lunchroom, hallways, restrooms, and outside grounds. Students are expected to exercise proper care in the use of school furniture and equipment. Students will be expected to pay for the deliberate damage to school property.

### Medication

All prescription or over-the-counter medication must be kept in the clinic. If your child requires medication during school hours, the following county policies apply:

- A school form requesting administration of medication must be completed by your physician and parent or guardian. Forms are available in the clinic.
- Medication is supplied by the child's parent or guardian and must be in the original container.
- Medication must be personally delivered to the clinic nurse by the parent or guardian.
- Medication is self-administered under the supervision of the clinic nurse or other designated school personnel.

### Parent Involvement

The Sagamore Hills faculty and staff welcome your involvement in our school. The involvement and support of parents are critical in our efforts to provide a quality education to children. There are many opportunities to become involved; monitor the Agenda daily,

monitor progress reports, attend a minimum of two parent- teacher conferences during the school year, join PTA, attend PTA meetings, attend school sponsored programs and events, volunteer in your child's classroom, volunteer with the PTA, join your child for lunch, and many other ways to be involved at Sagamore Hills.

### Parent – Teacher Association (PTA)

The PTA provides valuable support to the Sagamore Hills school community. PTA efforts result in enhanced instructional opportunities and incentives for learning that complement the curriculum. The PTA encourages meaningful and constructive parental involvement in education. The PTA conducts fundraising efforts throughout the school year; your support is needed and appreciated. The PTA publishes a monthly newsletter to provide information about school and PTA activities. Look for the monthly newsletter in the Thursday courier care packet.

### Parent-Teacher Conferences

We welcome your requests for conferences. Please contact your child's teacher by email, telephone, or a note in the Agenda to request a conference. Conferences may be scheduled after school, before school, or during planning periods. Classroom instruction cannot be interrupted for unscheduled conferences. In addition, four late afternoon conference sessions will be held during the year to accommodate parents' work schedules.

- September 20 4:00 - 6:00
- November 29 4:00 - 6:00
- February 12 4:00 - 6:00
- May 2 4:00 - 6:00

### Parties

Sagamore Hills students will have two school sponsored parties during the year; a Winter Holiday party December 21<sup>st</sup> and a Valentine's Day party February 14<sup>th</sup>. To protect our educational environment and instructional time, other parties are not permitted. Birthdays are celebrated with the announcement of the student's name during morning announcements and a birthday pencil. Parents of birthday students are invited to contribute a book to the library in their child's name. **Birthday cakes,**

**cupcakes and other treats will not be permitted.**

### Physical Education

Physical education is an integral part of the instructional program. All students will be required to participate unless a doctor's statement is presented. If your child cannot participate on a particular day, please send a note to your child's teacher. A daily note will be satisfactory for up to three consecutive days.

### Progress Reports

Progress reports are issued for DeKalb County students three times during each semester after every 4 ½ weeks. Report cards are issues at the end of each semester. Distribution dates will be available on the Sagamore Hills calendar.

### Special Area Classes

Sagamore Hills offers a variety of Special Area classes to enhance the instructional program. Students in Kindergarten-5<sup>th</sup> grades will participate in the following classes each week: PE, Health, Art, and Music. Students in 4<sup>th</sup> and 5<sup>th</sup> grades may choose chorus, band, or strings for their music class.

### Technology

Sagamore Hills students are fortunate to have access to technology in their classrooms, the library and our Mac Lab. Students must exhibit responsible and appropriate technology use at all times. Students will frequently be utilizing iPads, laptops, and desktop computers as technology is integrated into the curriculum.

**Every student must provide their own set of headphones for use at school.** Their headphones will be stored at school so will be available when they need them. You may purchase headphones through the school store or bring them from home.

### Testing Program

Below is a list of the standardized assessments that will be administered for the 2012-2013 school year. Specific dates and additional information will be provided to parents before each assessment. Score reports will be provided

to parents shortly after they are received by the school.

Georgia Kindergarten Inventory of Developmental Skills – GKIDS

- Ongoing throughout the school year
- Kindergarten students only.

Cognitive Abilities Test – COGAT

- Grades 3, 5

Iowa Test of Basic Skills – ITBS

- Grades 3, 5

Assessing Comprehension and Communication in English State to State for English Language Learners - ACCESS for ELL

- ELL students only

Fifth Grade Writing Assessment

- March 6
- Fifth grade students only

Third Grade Writing Assessment

- Ongoing through the school year
- Third grade students only

Criterion Reference Competency Test – CRCT

- April 22- May 3
- Grades 3 – 5

### Textbooks

Textbooks are furnished by the DeKalb County School System and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

### Traffic Safety

Please help us ensure the safe arrival and departure of all by following these rules of traffic safety:

- Students should be dropped-off and picked-up beside the curb closest to the building. Please do not put your child in a hazardous situation by dropping him or her off in an unauthorized or unsupervised area.
- Students must use marked crosswalks when crossing the driveway and street.
- Do not park in any area marked by a yellow curb or in areas marked as “No Parking – Tow Away”.
- Please drive at safe speeds and drive with caution at all times.

### Use of School Telephones

Telephones are located throughout the building and in all classrooms. Although messages may be left for teachers during the school day,

messages that must be delivered to students before the end of the school day should be avoided. The delivery of last minute messages via our intercom system disrupts instruction and is not the safest or most effective means of communication. Students are not allowed to use the telephone in order to arrange after school plans. Students participating in afternoon clubs or activities must make transportation arrangements in advance.

### Valuables

Students should not bring excessive amounts of money, expensive collectibles, expensive jewelry, hand-held video games or audio equipment to school or to any school-sponsored event. Sagamore Hills Elementary will not be liable for the loss of any such property belonging to students.

### Visiting Sagamore Hills

Visitors are welcome at Sagamore Hills. We are pleased to have parents visit classrooms, the library, and the lunchroom at any time. Visitors must sign-in at the school office and wear a visitor’s badge. Any parent that wishes to observe in a classroom must arrange prior approval with the principal or assistant principal.

### Weekly Courier

To ensure each parent or guardian receives important notices, graded school work, progress reports, and other school-related information, students will bring home a courier care packet each Thursday. Each parent or guardian is asked to sign the folder and return it to the homeroom teacher with his or her child the following school day.

### Withdrawal from School

A note should be sent to the office several days before withdrawal stating the child’s last day in school, new address, and new school. This note will allow the office to prepare the necessary forms so your child’s records can be sent to the proper place. Make sure textbooks and library books are returned before your child withdraws and any lunch charges are paid.