

Atkinson County Elementary Schools

STUDENT HANDBOOK

2018-2019

SECTION 504 AND TITLE IX

It is the policy of the Atkinson County School System not to discriminate on the basis of race, color, sex, religion, national origin, age or disability, in any education program or activity.

If you need assistance with translating this handbook into Spanish, please contact the principal at your child's school.

Pearson Elementary: 912-422-3882

Willacoochee Elementary: 912-534-5302

VISITORS & VOLUNTEERS

All visitors must sign in at the Principal's office and pick up an office pass. Official business by outsiders must be authorized through the Principal's office. If it is necessary for a parent or guardian to speak with his/her child or a child's teacher during the regular school day, the parent must come to the office and inform the school's secretary. The secretary will make the proper arrangements to have the child or teacher come to the office. Visitors without proper authorization will not be allowed on campus.

Dear Students and Parents/Guardians,

Welcome to our School. Our dedicated and professional faculty and staff look forward to working closely with you to provide a safe and developmentally appropriate learning environment. We hope to instill and strengthen a love for learning and for school that will last a lifetime. The teachers are continually planning innovative, relevant, and exciting learning activities to enhance the academic, social, and emotional growth of all students. We strive for excellence by setting high standards and expectations within our school community. The expectation is that we respect others, the environment, and ourselves. We truly believe that a strong home-school connection positively impacts children's education. By working all together in a positive, respectful school environment, we will be better prepared to provide the very best for all students.

This Handbook has been designed to provide you with important information regarding school and district wide policies and procedures. Although the Handbook is meant to be a reference, it is in no way meant to be a substitute for regular and ongoing communication with our staff. As new information or policies are developed, you will be notified. Please feel free to call your child's school if you have any additional questions or concerns. Have a wonderful 2015-2016 school year.

When discussing school events, issues, or problems, please review the following seven points. These should help both you and your child work together with school faculty and staff.

1. Instill in your child a sense of responsibility for what he or she says and does. Help your child to understand that disruption and disorder at school hurts everyone and it is his or her best interest to help stamp out such behavior. Encourage respect for authority, without insisting on slavish obedience.
2. If your child does get into trouble in school, make sure you have all the facts before reacting. Talk to the teacher or other people involved. Often a mere misunderstanding escalates into real trouble when all parties do not know all of the facts.
3. Create an atmosphere in which your child is free to confide in you about school problems and concerns.
4. Review your own attitudes toward discipline and behavior. Do you have clear, reasonable, firm rules at home, and are they enforced?
5. Help your child to understand the necessity for precautions such as (1) avoiding arriving at school too early, (2) remaining too late, (3) carrying unnecessary money or other valuables, (4) talking to strangers, and (5) bringing forbidden items to school.
6. Show a love and respect for learning that will serve as a model for your child's behavior.

7. Above all remember, we care about your child. If we did not we would not be here. If we can help you or your child in any way, please let us know.

Sincerely,

Susan Garrity, Principal of WES and Jarred Morris, Principal of PES

GENERAL INFORMATION

CONFIDENTIALITY

Student records shall be strictly confidential and shall be accessible only to professional educational personnel, parents, or legal guardian until the student is 18 years old or as long as the student is a dependent of the parent or guardian. Directory information such as entry and withdrawal dates, weight, height, attendance and age may be given without parental consent. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides that parents of students, regardless of age, who have been in attendance at an institution have the right to inspect and review their educational records within a reasonable period of time (not to exceed 45 days) after making a request. Where records contain information on more than one student, the student may only see that which pertains to him.

DAILY SCHEDULES

Willacoochee Elementary School

Pearson Elementary

7:15 A.M. - Doors Open-Breakfast begins
Breakfast Begins

7:00 A.M. - Doors Open -

7:45 A.M. - Breakfast ends
homeroom

7:30 A.M. - Students report to

7:50 A.M. - Instructional day begins
begins

7:50 A.M. - Instructional day

3:00 P.M - School day ends

2:50 P.M - School day ends

ELECTRONIC DEVICES

Students' electronic devices are not allowed to be turned on and/or in use on school campus. This includes cell phones, portable CDs, tape players, MP3 players, I Pods, cameras, and any other type of electronic devices except for health or other reasons approved by the principal or Board of Education. Any violation of this policy will result in device(s) being taken and the parent or

guardian may be contacted. **School officials are not responsible for any of these items if lost or stolen.**

HOMEWORK

Since all children do not work at the same rate, and all assignments may not be completed during the school day, homework may be assigned. When homework is assigned, the parent and student are responsible for seeing that the assignment is completed on time. Failure to complete homework may result in having to complete it in school during break, depending on the teacher and grade-level rules. Incomplete or missing homework can be seriously detrimental to the student's progress. If a student continually fails to do these assignments, a parent conference will be required.

HONOR STUDENTS

A student will be named to the Superior Honor Roll if he/she maintains a 90 or above in each academic subject. Students who maintain an overall of 90 or above will be named to the Honor Roll.

PARTY INVITATIONS

Students are not allowed to give out party invitations at school. Please mail them from home.

SCHOOL INSURANCE

School insurance is available to all students. Purchase of the insurance is optional.

SCHOOL LUNCH PROGRAM

The School Lunch Program is a vital asset of our total education program. A nutritious breakfast and lunch are served to meet the daily food requirements of each student. The School Food Nutrition Department of the State of Georgia states that all children receiving school meals will be given milk as a part of the meal. Lunches brought from home should be in a lunch bag or lunch box.

SECTION 504 AND TITLE IX

It is the policy of the Atkinson County School System not to discriminate on the basis of race, color, sex, religion, national origin, age or disability, in any education program or activity.

TELEPHONE USE

The telephones in the offices are for business use only. No social calls are to be made or received on school telephones. Students will not be called to the office for phone calls unless an emergency exists. Students will not be allowed to make calls asking permission to participate in a school function when written documentation has been requested or provided.

TEXTBOOKS AND TECHNOLOGY

All basic texts and technology are loaned and/or issued to students for their use. These items are to be kept clean and handled with care. Please be sure your name, grade, and school are written on the label for proper identification in case the book is lost. Chromebooks and/or any other piece of school owned technology that may be issued to the student during the school day shall also be handled with care. The student will report to class with textbooks and necessary materials for class. Loss or excessive damage to textbooks or technology will result in the student paying for damages prior to receiving a report card or transcript.

TITLE I PROGRAM

A Federally Funded Title I Program is available for all students in Atkinson County Elementary Schools.

ATTENDANCE

Please refer to Georgia code: O.C.G.A. § 20-2-690.1 (2008) Mandatory education for children between ages 6 & 16

Irregular school attendance makes it impossible for a child to achieve his/her full potential in school. One of the essential ingredients for success in school is regular attendance. State Law classifies all absences as unexcused or illegal except those for personal illness, death or illness within the immediate family or special recognized religious holidays.

The Compulsory Attendance Law applies to all students enrolled in school from Kindergarten through Grade 12. Students who are absent in excess of fifteen (15) days may not be considered for promotion. Students who have excessive absences due to illness will be given special consideration.

LEAVING SCHOOL EARLY (Early Checkouts)

Students may leave school only if a parent or guardian comes by the office and signs them out. PARENTS MUST COME INTO THE OFFICE. Parents should not ask that students be dismissed before 2:50 (PES) or 3:00 (WES) unless for emergency reasons. Students leaving before 11:30 will not be counted present.

TARDY

Students are expected to be at school and in their classrooms by 7:50 A.M. Students who arrive after 7:50 A.M. will be considered tardy and must report to the office in order to be permitted to enter class.

EXEMPTION POLICY

An absence is any time that a student is not in class and not on a school-sponsored field trip (code 3). An excused absence from school still means the student is not in class and the absences will be counted as an exemption absence. If a student comes to school after 11:30am then they are counted absent. If a student leaves school before 11:30am then they are also counted absent. A tardy will be any student that comes to school between 7:50am and 11:30am but will still be marked present for the day.

For your child to be exempt, they must meet ALL of the following requirements:

- 1) 3 or less absences
- 2) 7 or less tardies
- 3) 7 or less early checkouts
- 4) Passing grade in all subjects (Satisfactory in PreK and K)

**If a student meets the exemption policy requirements, they are not required to come to the last two days of school in that particular semester.*

BEHAVIOR AND DISCIPLINE

BEHAVIORS NOT TOLERATED

Parents and students should understand that the following is NOT tolerated in our schools or on our campus:

1. Profane, vulgar, or obscene words or gestures
2. Chronic Discipline
3. Fighting
4. Knives or other dangerous objects. (Immediate referral to office)

- a. Terrorist acts, including threats to others
- b. Bomb Threats
- c. Pulling Fire Alarms
- d. False Calls to 911
- e. Fireworks
5. Alcoholic beverages and drugs.
6. Smoking or use of tobacco
7. Theft
8. Cheating
9. Sexual harassment (Atkinson County Board of Education Policy will be followed)
10. Disrespect of others
11. Other items named elsewhere in this handbook

Severe Clause: It should be understood that the severity of an offense might require more drastic consequences as determined by the school rules and/or the principal.

CONDUCT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is

permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

BULLYING

ATKINSON COUNTY POLICY (Descriptor Code: JCDAG)

The Atkinson County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia Law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
Causes another person substantial physical harm within the meaning of Code Section 16-5-23-1 or visible bodily harm as such term is defined in Code Section 16-5-23-1; Has the effect of substantially interfering with a student's

education; Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school.

REPORTING PROCEDURES

Bullying is an intentional physical and/or emotional intrusion on a person's well-being and should not be tolerated at any level. Immediate and reasonably appropriate actions should be taken upon receipt of any report of bullying, regardless of the source, identity of the alleged violator/victim, grade level, previous circumstances, and/or personal beliefs. School principals are strongly urged to discuss this issue with their entire staff and require that they refer to them any reports/suspicions of bullying. Local superintendents should ensure that the school district's anti-bullying policy is posted throughout all schools in the district, including but not limited to cafeterias, school bulletin boards, administration offices, the school district's website; and in all student and employee handbooks and student codes of conduct.

Once bullying has been reported, school officials should take the following actions:

Investigate

Upon receipt of any report of bullying, school administrators will direct an immediate investigation involving appropriate personnel.

Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified.

Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals

Upon receiving a report of bullying, the following actions are the minimal requirements, pursuant to Georgia's bullying law (O.C.G.A. 20-2-751.4). However, school principals are not limited in performing additional measures as they deem reasonably appropriate. It should be noted that bullying may be witnessed directly by staff or reported by a student, parent or stakeholder by name or anonymously through hotlines such as the Georgia Department of Education's 1-877-SAY STOP (1-877-729-7867) School Safety Hotline. School officials should develop and communicate methods for students and others to report incidents of bullying.

RETALIATION PROHIBITED

"Retaliation" is defined as bullying, harassment or intimidation toward a person in response to previously reported bullying, harassment or intimidation. Under O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of local board policy and independent of whether a complaint is substantiated. Any student who knowingly files a false report of bullying, harassment or intimidation is guilty of such and should be punished under existing disciplinary provisions.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

TRAINING AND PROFESSIONAL DEVELOPMENT

Local school districts shall provide professional development and training opportunities for school staff on how to respond appropriately to students who commit an offense of bullying, students who are victims of bullying and bystanders who report bullying. A bullying prevention training module and bullying prevention resources are available on the GaDOE website at http://www.gadoe.org/sia_titleiv.aspx?PageReq=SIABully.

BUS INFORMATION

BUS CONDUCT

Bus students are expected to obey all rules and regulations established by the transportation department. Students who do not follow instructions could lose their bus riding privileges.

Students are required to do the following:

1. Follow the directions of the driver the first time given
2. Remain seated when the bus is moving
3. Keep hands, feet, and objects to yourself
4. Do not eat or drink on the bus
5. No cursing, swearing, or loud talking
6. Balloons or Flowers will not be allowed on the buses at any time

BUS CONSEQUENCES

Failure to follow the above rules will result in the following consequences:

First offense: Warning

Second offense: 3 days off bus

Third offense: 5 days off bus

Fourth offense: 10 days off bus

Fifth offense: Suspended from bus for the remainder of year

Severe clause: Discretion of Principal

**Administration reserves the right to administer punishment as deemed appropriate.*

BUS TRANSPORTATION

If you have a child who rides a bus, that child will be put on his/her usual bus in the afternoon unless the office receives NOTIFICATION to do otherwise. To ensure the safety of your child, a note will be required with a working phone number for verification. All notes must be turned into the office once your child arrives at school and a bus pass will be issued. To ensure that students are delivered to the safest environment possible and in the interest of the student's welfare, three through ten-year-old students

will be returned to the elementary school which he/she attends should there be no parent or guardian at home. The parent or guardian will be responsible for picking up the child from school no later than 4:00 PM.

DRESS CODE FOR STUDENTS

1. A reasonable cleanliness of person and wearing apparel is expected as a matter of health and aesthetics.
2. To avoid injury to feet and the possibility of diseases, shoes, sandals, or boots must be worn while at school. Shoes considered being house shoes or bedroom shoes are not permitted.
3. No "short" shorts will be allowed for either girls or boys. Clothing should be no shorter than fingertip length above the knee.
4. Sunglasses and hats must be left at home.
5. Jewelry, buttons, T-shirts, or other garments or items which suggest obscenity or an illegal act or which promote alcohol, tobacco, drugs, racism, violence, or gang-related activity or symbols will not be worn by students.
6. No crop top, clothing showing undergarments, T-straps, halter tops or tight fitting clothing will be allowed for either boys or girls. (If raising the arms bares the midriff, the top is too short.)
7. "Low Riding Pants" will not be permitted.
8. Any student's appearance that causes disruptions in daily school activities will not be permitted. Some examples of non-permissible appearances include body piercing (other than ears), unnatural hair color (other than for special occasions), unruly hair, and other such appearances that disrupt normal classroom activities.

CONSEQUENCES

Parents will be called to bring appropriate clothing for students who are not properly dressed. In most cases, the student should remain in the classroom for instruction while awaiting proper clothing. A note should be sent home to the parent reminding them of the dress code. Continued violations of this policy will fall under the discretion of the staff and administration. All teachers and school staff are responsible for monitoring the dress code; however, the homeroom teacher should take notice of the offense early in the day and take action to remedy the situation.

HEALTH AND SAFETY

HEAD LICE PROCEDURE

If there is a report of head lice in a classroom, the following procedures will be followed:

1. Each child's hair will be examined. This will not be done in front of the entire class nor will it be done in a way that will embarrass any student. A teacher, parapro, or other trained person designated by the principal may conduct the examination.
2. If head lice are found, the student should be examined privately by the school nurse or principal's designee. If head lice or nits are confirmed, the parent or a guardian will be notified to pick-up the student. In that event, the student should be given a letter to take home stating that he/she cannot return to school until the nurse checks the child's head and states that he or she is free of lice nits.

Upon returning to school or classroom, the school nurse, principal, or his designee must reexamine the child.

3. Children should be checked at home every 3-4 days if head lice have become a problem in the school.
4. All parents should receive instructions regarding head lice and how to get rid of them if this is a problem the school is experiencing.

HEALTH PROBLEMS

The school should be made aware of any unusual health problems that your child may have which affect his/her learning. No one will be excused from PE classes unless the school receives a statement from a doctor specifying the nature of the problems and the length of time the child will be unable to participate. On the Student Health Information Sheet which parents are asked to complete, please be sure to give the name and telephone number of a person who may be contacted should your child need to go home due to illness. We must have a contact number in case of emergency.

MEDICINE

Students will not be permitted to carry medicine with them during the school day. Medicine may be brought to school only if accompanied by a written note from the parent or guardian stating dosage and time to be given. The medicine and note will be brought to the nurse office for approval and administered as directed by the principal or designated persons. If your child is to take medicine regularly (at school), it will be allowed only if he/she has been to a physician and that physician sends instructions to that effect. You must complete an Authorization for Medication form to be kept on file in the office. Over the counter medicine will not be give to students unless a note is on file in the nurse office. A responsible adult must carry to and from school any and all prescription and over the counter medications. Students will not be allowed to carry any medications on the school bus.

PROMOTION STANDARDS AND CRITERIA

KINDERGARTEN

English/Language Arts/Reading:

1. Each student will recognize and write his/her name, upper & lower case letters and teacher selected words.
2. Each student will name and identify all of the alphabet, in and out of sequence; upper and lower case.
3. Each student will match all consonant and short-vowel sounds to appropriate letters.
4. Each student will blend sounds to read one-syllable words.
5. Each student will recognize 40 sight words.
6. Each student will read on Level A.
7. Each student will write letters correctly and neatly.
8. Writes a complete sentence using correct capitalization and punctuation.

MATH:

1. Each student will recognize and write numerals from 0-20, as well as count sets of 20.
2. Each student will count by 1's to 100.
3. Each student will count by 10's to 100.
4. Each student will recognize and name the following two-dimensional shapes: circle, oval, rectangle, square, triangle, rhombus, and hexagon.
5. Each student will recognize and name the following three-dimensional shapes: sphere, cube, cone, cylinder.
6. Each student will add and subtract groups to 10.

GRADES 1-2

Reading/Language Arts Student must have a passing average.
Math Student must have a passing average.

GRADES 3-5

Students must have a passing average in Reading, Language Arts and Mathematics and one of the following subjects: Social Studies, Science.

In addition, students in third grade must pass ELA on the Georgia Milestones. Fifth grade students must pass ELA and Math on the Georgia Milestones.

Willacoochee Elementary School

430 South Vickers Street

Willacoochee, GA 31650

Office (912)-534-5302 Fax (912) 534-5337

**Susan Garrity, Principal Bobbie Jordan, Secretary Christina
Sierra, Counselor**

Date: August 3, 2018

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, Willacoochee Elementary School would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- **Whether the student's teacher—**
 - **has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;**
 - **is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and**
 - **is teaching in the field of discipline of the certification of the teacher.**
- **Whether the child is provided services by paraprofessionals and, if so, their qualifications.**

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact Susan Garrity at 912-534-5302.

Sincerely,

Susan Garrity

Principal

Willacoochee Elementary School

430 South Vickers Street

Willacoochee, GA 31650

Office (912)-534-5302 Fax (912) 534-5337

**Susan Garrity, Principal Bobbie Jordan, Secretary Christina
Sierra, Counselor**

Fecha: 04 de Agosto de 2018

Estimados padres de familia,

En Cumplimiento con los requisitos de la ley, Cada Estudiante Exita, Willacoochee Primaria quisiera informarle que usted puede solicitar información sobre las calificaciones profesionales de maestros o paraprofesionales de su hijo/hija. La siguiente información puede ser solicitada:

- Si el maestro del estudiante,
 - ha cumplido con los requisitos estatales y criterio de los niveles de grado de licenciatura y áreas temáticas en las que el maestro proporciona la instrucción;
 - enseña bajo emergencia u otro provisional a través de cual estado ha renunciado calificación o criterios de concesión de licencias; y
 - es docente en el campo de la disciplina de la certificación del profesor.
- Si el niño se proporciona servicios por paraprofesionales y sus calificaciones.

Si usted desea solicitar información relativa a la titulación de maestro de su hijo/hija y / o de paraprofesionales, póngase en contacto con Susan Garrity en el 912-534-5302.

Atentamente,

Susan Garrity

Principales