

**J. R. Trippe Middle School  
2016-2017 Student Handbook**

**VISION**

The vision of J.R. Trippe Middle School is that "Our children will become productive leaders in a global society."

**MISSION STATEMENT**

The mission of J.R. Trippe Middle School is to prepare all students to be college or career ready.

**WHAT WE BELIEVE.....**

High academic and behavioral expectations are essential.

The home, school, community partnership is vital to success.

Every student has the responsibility and opportunity to learn.

Student achievement is maximized in an environment conducive to learning.

Effective teaching practices optimize students' opportunities to learn.

All adults have the responsibility to serve as positive role models.

Extra-curricular activities are an enhancing component of the overall educational program.

Education is an ever-changing, life-long process.

**SCHOOL MASCOT**

Indian Chief

<http://trippe.ga.vce.schoolinsites.com>



## Message from the Principal...

We have the best jobs in the world! It is an honor each year to watch our halls fill with hundreds of possibilities. As a new principal this year, I have been blessed to work with some of the hardest working, most dedicated individuals I have ever met. It is our goal to provide your students with the best education possible. Our staff has worked hard to earn the credentials necessary to be great teachers. More importantly, our staff has worked hard and will continue to work hard to be a support system for your students in more than just the academic arena. At J.R. Trippe, our students are not a number. Our students are not a test score. Our students are the next generation of our community, our state, and our country. In that, we take great pride and care.

We have three main goals. The first goal is to increase the rigor of our curriculum and maintain high expectations for our students and staff. It is our belief that students should be challenged and held accountable for the skills to not only be successful in the classroom and on state assessments, but also to be prepared for life beyond their school years. We work hard to accomplish a second goal, which is to produce life-long learners. What good is a curriculum if students cannot see the importance of an education and the impact it has on their future? As this world continuously changes, our hope is that we have given our students the skills necessary to be successful in whatever environment they find themselves. Lastly, the most important goal is to create a safe learning environment for all students and staff. Our students and staff deserve a school/work environment where they feel safe.

In order to achieve these goals, it is crucial that you review this handbook for general information on how our school operates. Please note this handbook is a guide and does not include all guidelines or procedures. During the school year, some adjustments may occur as new situations arise and we will keep you informed.

We are excited about this year and the accomplishments our students will make as we partner with you to achieve excellence! We believe in our students. We believe in our staff. We believe in our parents, and we believe in our success! We want to send the message to our students every day that “You are Smart, You are Kind, You are Important, You are Gold!”...Go Chiefs!

With kindest regards,

Sandy D. Reid, Ph. D  
Principal

**J. R. Trippe Middle School  
2016/2017 School Calendar**

<b>Preplanning</b>	<b>July 28-29, Aug 1-2, 2016</b>
<b>First Student Day</b>	<b>August 3, 2016</b>
<b>Labor Day Holiday</b>	<b>September 5, 2016</b>
<b>Mid-Term (1st Semester)</b>	<b>October 6, 2016</b>
<b>Student / Teacher Holiday</b>	<b>October 7 &amp; 10, 2016</b>
<b>Mid-Term Progress Reports</b>	<b>October 13, 2016</b>
<b>Thanksgiving Holidays</b>	<b>November 21 - 25, 2016</b>
<b>1st Semester Ends</b>	<b>December 16, 2016</b>
<b>Christmas Holidays</b>	<b>December 19, 2016 – December 30, 2016</b>
<b>Staff Professional Learning / Student Holiday</b>	<b>January 2-3, 2017</b>
<b>First Day of 2<sup>nd</sup> Semester</b>	<b>January 4, 2017</b>
<b>1<sup>st</sup> Semester Report Cards</b>	<b>January 12, 2017</b>
<b>MLK, Jr. Holiday</b>	<b>January 16, 2017</b>
<b>President's Day Holiday</b>	<b>February 20, 2017</b>
<b>Mid-Term (2nd Semester)</b>	<b>March 9, 2017</b>
<b>Mid-Term Progress Reports</b>	<b>March 16, 2017</b>
<b>Student/Teacher Holiday</b>	<b>March 17, 2017</b>
<b>Spring Holidays</b>	<b>April 3, 2017 - April 7, 2017</b>
<b>2nd Semester Ends</b>	<b>May 19, 2017</b>
<b>Last Student Day / Graduation</b>	<b>May 19, 2017</b>
<b>Post-Planning</b>	<b>May 22 - 25, 2017</b>
<b>2<sup>nd</sup> Semester Report Cards</b>	<b>May 25, 2017</b>

## GENERAL INFORMATION / PROCEDURES

### START TIME

School begins **PROMPTLY** at **7:55 a.m.** The tardy bell rings at **8:00 a.m.** Students will be supervised beginning at 7:20 a.m.

### TARDIES

Students are expected to report to school on time at 7:55 a.m. A student is considered tardy if he/she is not in the homeroom classroom when the tardy bell rings at 8:00 a.m. Students not in the homeroom classroom when the tardy bell rings will not be admitted to class without an admittance slip from the front office. **\*\*IF TARDY FOR ANY REASON, THE PARENT MUST ACCOMPANY THE STUDENT TO THE OFFICE TO SIGN IN THE STUDENT.** Students arriving to school late because of doctor/dentist appointments, should furnish a doctor/dentist excuse to the office upon arrival at school. Failure to turn in an excuse within 3 days of the tardy will result in an unexcused tardy.

### DISMISSAL

Dismissal spans from 3:05 until to 3:30 for walkers, buses, vans, after school program(s), and car riders. If you pick your child up in the afternoon, please be prompt. **STUDENTS WHO HAVE NOT BEEN PICKED UP BY 3:30 WILL BE ESCORTED BACK INSIDE THE BUILDING TO THE FRONT OFFICE. PARENTS ARRIVING AFTER 3:30 WILL BE REQUIRED TO COME INSIDE TO SIGN THE STUDENT OUT.**

### TRANSPORTATION HOME CHANGES:

Parents must inform students before school IF changes are to occur daily in the way they normally get home. **Only emergency changes in the way students get home should be called in to the office. These changes can only be guaranteed if changes are called in before 2:00 pm.** Classroom instruction will not be interrupted to deliver individual messages. A general announcement will be made during afternoon announcements of emergency changes only.

### BUS REQUEST CHANGES:

The school staff cannot approve any change in bus assignment. All permissions to ride a different bus to a location that is not the student's residence must be approved by the Transportation Department at 537-0162.

### EARLY DISMISSAL

Early dismissal from school will be granted under the following guidelines:

1. Students bring a note written and signed by the parent stating the reason and time for early dismissal. If someone other than the parent is to pick up the student, the name of that person must be on the note, along with a phone number where the parent may be reached. This note will be sent to the office during homebase.
2. The person picking up the child must be on the child's parent consent form. Anyone signing a student out of school early must show identification. If someone who is not on the student's emergency contact list is checking the student out early, the parent must send signed note which designates the person to check the student out, the time the student is to be checked out, and a phone number where the parent may be reached.
3. Students are responsible for making sure they have all classwork/homework assignments before leaving school.
4. No student will be allowed to leave campus without a parent, guardian, or designated person.
5. Any student that leaves and returns during the same school day will be required to return through the front office and obtain an admittance slip before returning to class.

### LEAVING SCHOOL GROUNDS

Students are not to leave the school grounds at any time during the school day unless accompanied by a principal, teacher or parent. All students must be signed out in the office. Leaving campus without permission will result in an office referral.

### WALKERS AND BIKE RIDERS

Students must realize that they represent the school on their way to and from the building. Students have a responsibility to respect the rights and property of others. Bike riders should be aware of city ordinances and behave accordingly. Although the school furnishes the bike rack, we do not encourage the use of bikes, nor do we accept responsibility for loss or damage. Walkers and bike riders become the responsibility of the parent once they are off school campus.

### CAR DROP-OFF / PICKUP

Safety is a top priority for our students. For this reason clear rules have been established for car riders. Morning student drop off is from 7:20 until 7:55 am. We are not responsible for those dropped off before 7:20. Afternoon pickup for students begins at 3:05 pm. **FOR SAFETY PURPOSES, PLEASE DROP YOUR CHILD OFF IN THE DESIGNATED AREAS ONLY.** Please do not park in front of school during morning drop off to let your child out unless you are coming in for visit.

### SCHOOL BUS CONDUCT RULES / PROCEDURES

The parents or guardians of students have the responsibility of supervision until such time as the student boards the bus in the morning and leaves the bus at the end of the day. The school has the authority to discipline a student for any misconduct occurring on the way to or from school. Once the student boards the bus, the student is expected to conduct him/herself on the bus in a manner consistent with the established standards for classroom behavior.

The bus driver shall bring students who do not conduct themselves properly on a bus to the attention of the principal. **A student who cannot conduct him/herself properly on a bus may have riding privileges suspended or revoked.** In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school. In cases of bus vandalism, the student and parent/guardian shall be held responsible.

Students are prohibited from any and all acts of physical violence, physical/verbal assaults, bullying, unruly behavior and disrespectful conduct toward the school bus driver or any other personnel on the bus. Failure of a student to give the bus driver his/her correct name and address will result in long-term suspension.

Safety, while in route, is of primary importance to the Vidalia City Transportation department. As a result, students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the operation of the bus. Students are also prohibited from using any electronic equipment of any nature that could interfere with bus communications or operation of the bus. Any infraction of this manner could result in immediate suspension of riding privileges for the remainder of the school year.

All students, grades K-12, shall be instructed annually in emergency evacuation and safe riding practices on school buses. The Director of Transportation shall work with school principals and bus drivers to ensure that this is accomplished.

The Vidalia City School system is proud to offer bus transportation to our students. However, it is important that all parties involved understand that **riding the bus is a privilege and not a right.** Safety of all our students is our primary concern.

General Bus Rules are listed below and the school's Code of Discipline is located in this handbook for consequences.

1. A "no talking rule" will be enforced on the bus if talking becomes a distraction to the driver.
2. Bus driver may assign seats.
3. Be courteous.
4. No profanity.
5. Do not eat, drink or chew gum on the bus. No glass containers allowed on the bus.
6. Keep the bus clean.
7. Violence, in any manner, is prohibited.
8. Students will remain seated, facing the front, with feet on the floor and will keep the aisle clear at all times.
9. No smoking or applying perfume or cologne while on the bus.
10. Keep your hands and head inside the bus.
11. Do not destroy property. All pencils, pens, markers, or any sharp objects shall be kept in student's book bag.
12. For your own safety, do not distract the driver through misbehavior.
13. Always cross the road in FRONT of the bus and follow all traffic rules.

14. The driver WILL NOT let you off at any stop other than your home residence.
15. Students are expected to be in line at the bus stop when the bus arrives & go directly home upon exiting the bus.
16. Bus referrals may be suspended during standardized testing. Consequences for those referrals will be assigned following the testing.
17. Students who refuse to provide their correct name and address will be suspended for no less than 20 days. A 2<sup>nd</sup> offense will result in suspension from the bus for the remainder of the school year.
18. Students caught throwing objects on the bus will be suspended for the remainder of the school year. The length of the suspension will be no less than 4 months.
19. Students abusing (verbally / physically) the driver will be suspended for the remainder of the school year and based on severity of student's actions, they may lose all future riding privileges.
20. Students caught damaging school property will be held responsible for the cost of the repair and will be suspended for the remainder of the school year. The length of suspension will be no less than 4 months.
21. If the school year ends before a bus suspension is complete, the suspension will carry over into the next school year.
22. Misbehavior on campus while waiting for the bus can result in bus suspension.

Please remember these are general rules for riding the bus and are to be used in cooperation with state and local laws and policies. Severe violations will be subject to severe penalties.

### **EMERGENCY DRILLS**

Fire and natural disaster drill instructions are provided for staff and students. Procedures are discussed with students. When an alarm is sounded, all students must proceed as directed in a quick, quiet and orderly manner, remaining quiet to hear any possible change of instructions. An all clear will be sounded when the drill is over.

### **TELEPHONE USE**

Students may use the phone in the office during the school day for school-related concerns with a note from the teacher or by permission from another school official. A school official will place or monitor the student making the call.

### **LOST AND FOUND**

Students should return found articles to the office. Students who have lost articles should check with the office. It is recommended that articles of great value, either monetarily or sentimental, not be brought to school. The school is not responsible for any lost item.

### **FUND RAISING PROJECTS**

If the school or club desires to raise money through solicitations or sales campaigns, the principal makes a request to the superintendent for approval by the board of education. No outside groups are permitted to raise funds at school.

### **SNACKS**

Glass bottles and canned drinks are not allowed. Students are allowed plastic water bottles in class containing water only. Gum and sunflower seeds are not approved snacks.

## **OFFICE / ENROLLMENT**

### **ENROLLMENT**

To enroll a child in school, the parent must supply:

- Georgia Certificate of Immunization
- Georgia Eye-Ear-Dental Certificate
- Birth Certificate
- Copy of Student's Social Security Card
- Proof of residency (Lease or rental agreement with all names listed of those residing in the household)
- Withdrawal Form from previous school

**Other helpful information includes:**

- A copy of student's most recent report card

- Program and level for reading and math, if available
- Proof of legal guardianship if not residing with parent(s)

**In addition, note the following:**

Students transferring to the Vidalia City Schools shall be assigned to the grade level/group indicated as appropriate according to records received from the transferring school.

Such placement shall be tentative pending teacher observation of achievement level and analysis of standardized achievement test results and other data. Placement may be changed later by the school administration in accordance with what is educationally best for the pupil. (Bd. Policy JBCD)

**WITHDRAWAL OR TRANSFER**

The procedure for withdrawal from school is:

1. The student's parents must notify school of withdrawal date.
2. The student must obtain a withdrawal form from the school office.
3. The student must turn in all books that were issued to him/her and each of his/her teachers must initial the withdrawal form.
4. The student must return all library books to the Media Center. He/She must get the Media Specialist's signature on the withdrawal form.
5. The student must clear obligations from lunchroom and have lunchroom manager initial withdrawal form.
6. All financial obligations to the school must be paid before records are released.
7. The student must turn completed withdrawal form into office for principal's signature. A copy of the withdrawal will be given to the student to take to the new school.

**CHANGE OF ADDRESS / PHONE NUMBER**

A student who moves or whose address is otherwise changed should notify the school secretary for modification of records. The same applies for telephone numbers. Notifying the school of these changes is essential, especially in emergency situations. If none of the numbers provided work, the school staff will make the best decision possible regarding your child.

**SOCIAL SECURITY NUMBERS FOR STUDENT ACCOUNTING**

According to Georgia Law (SB507 as it amends; O.C.G.A. 20-2-150), ALL students enrolling in Georgia schools must present an official copy of the social security numbers or a signed waver form. This means a school official must see the social security card or an official document that satisfies the local school official in verifying the number. School officials may make a Photostat copy to place in the child's permanent record folder. NOTE: Parents who object to a student's social security number being incorporated into the student's record must sign a statement to that effect.

**ENROLLMENT / ADMISSION OF NON-RESIDENT STUDENTS**

**CONTINUATION OF ADMISSION OF NON-RESIDENT STUDENTS**

Upon admission of a non-resident student to Vidalia City Schools, continued acceptance in successive years shall be contingent upon said student continuing to meet the provisions set forth in Board policy (Bd. Policy JBCB). The Vidalia City Board of Education reserves the right to review any student's eligibility at any time. The Board further reserves the right to dismiss any student at any time should said student fail to meet the provisions set forth in this policy.

**DEFINITION OF RESIDENT STUDENT**

A resident student is one whose parent or legal guardian's primary home is within the corporate limits of the City of Vidalia.

**CHANGE OF RESIDENCY STATUS**

Should a resident student move from the City of Vidalia, that student may be allowed to complete the current school year provided a prorated portion of the annual tuition is paid within 5 school days of the change of residence. Failure to inform school of a move outside the city limits could result in immediate withdrawal of student from J.R. Trippe

Middle School. The student's academic, attendance, and discipline records must also be in good standing. Said student may apply for readmission as a non-resident for the following school term.

Should a non-resident student attending Vidalia City Schools move into the City of Vidalia, no refund of tuition shall be made.

Should a non-resident student attending Vidalia City Schools withdraw from the city school system, no refund of tuition shall be made.

#### PRIORITY FOR ADMISSION OF NON-RESIDENT STUDENTS

Eligible, non-resident students shall be selected for admission to Vidalia City Schools in the following priority order:

1. Children of system employees who work more than one-half time and are eligible for local and state benefits.
2. Currently enrolled non-resident students
3. Siblings of currently enrolled non-resident students
4. Non-resident students whose parents/guardians pay school tax to the City of Vidalia

Non-resident students not included in priorities 1, 2, 3, or 4 may be eligible applicants if space is available. A random drawing of students from the eligible pool shall fill the remaining vacancies at each grade level. All applicants should be notified of acceptance or denial within 24 hours of determination of eligibility. The building level Principal at each school makes the final determination based on his/her school.

#### SPECIAL NEEDS STUDENTS

All non-resident applicants requiring special services shall be considered for admittance on an individual basis.

#### TUITION FOR NON-RESIDENT STUDENT

The Vidalia City Schools Board of Education shall set tuition for non-resident students annually. In accordance with the Quality Basic Education Act (20-2-133), the tuition "shall not exceed average locally financed per student cost for the preceding year, excluding the local fair share funds required by code section 20-2-164." Tuition shall be payable annually and in advance to the school which the student will attend. All Non-Resident tuition is due, paid in full, upon enrollment. Tuition for the children of system employees who work more than one-half time and are eligible for local and state benefits shall be waived as long as such employment continues. The Board shall annually determine the tuition status of those applicants placed in non-profit, non-discriminatory youth institutions.

#### TAX CREDIT FOR NON-RESIDENT TUITION

Tuition may be partially or fully paid by presenting a city ad valorem tax receipt from the preceding year, stamped "PAID" by the City Clerk of Vidalia. Credit for tuition payment shall be granted only for SCHOOL TAX paid. No "PAID" city ad valorem tax receipt may be used for more than 9 consecutive school months. It shall be the responsibility of the applicant to secure and present a "PAID" city ad valorem tax receipt at the time of tuition payment.

#### DENIAL FOR NON-RESIDENT TUITION

Non-resident students may be denied admission to Vidalia City Schools for any of the following reasons:

1. Overcrowding
2. Prior discipline record
3. Prior attendance record
4. Non-payment or late payment of tuition
5. Falsification or misrepresentation of pertinent information during the application process
6. Failure to inform change of address outside of city limits.
7. Other good and sufficient cause

Applications to attend the Vidalia City Schools may be made to the building principal during the school year. The building principal will evaluate the applicant as outlined in the policy JBCB. Questionable cases will be referred to the superintendent along with the results of the principal's evaluation. Should an applicant be turned down, the superintendent will be notified immediately. (Bd. Policy JBCB)



### TRANSPORTATION FOR NON-RESIDENT STUDENTS

Transportation to and from school is the responsibility of the parent or guardian.

### STUDENT RECORDS

Any parent or guardian who wishes to inspect a their child's permanent record should make a request through the principal's office at least one day prior to the date of inspection. A school official will be present to review and interpret the record. Pupil records may be released to a third party with the written permission of the parent or guardian.

When a student transfers to a new school, records will be sent upon receipt of a written request from the new school. Special education records require a separate written request and are released through the Director of Special Education Services.

### VISITORS

In the interest of security and safety for our students, all school visitors must report to the main office. Visiting a class must be approved by the principal and can not take place during any type testing situations. Any school visitor who needs to go into the school beyond the main office must sign in and receive a visitor's badge. The visitor must wear the badge until he/she is ready to leave the school. Upon leaving the building, the visitor must sign out in the main office and return the visitor's badge. No school age children are allowed to visit at any time during school hours, unless special permission is authorized by the principal. In accordance with state law it shall be unlawful for any person to disrupt or interfere in the operation of any school, school bus or bus stop within the district. Any person violating this provision shall be guilty of a misdemeanor of a high and aggravated nature.

### CARE OF TEXTBOOKS/SCHOOL PROPERTY

Care of textbooks/school property is the responsibility of each individual student. Students must pay for any lost or damaged items they have been assigned. Cost will be determined by the condition of the item when issued.

### SCHOOL INSURANCE

Accident insurance at a minimal cost will be available. This insurance protects the students from the time he leaves home until he returns home providing he goes directly to and from school. Twenty-four hour coverage is also available.

### FEES

Any request for copies of documents that government entities can provide (examples: birth certificate, social security card, immunization records, etc.) will incur a fee of \$2.00 per document, or notarizing of document.

A 25.00 return check fee will also be charged for each returned check.

## ATTENDANCE

### SCHOOL ATTENDANCE PROCEDURES

School attendance on a daily basis is the best way to insure that a child receives instruction that will help him or her to be a successful, productive, independent citizen. When attendance problems begin to affect a child's school progress, actions will be taken by the staff of the J.R. Trippe Middle School and the Vidalia City School System Pupil Services Coordinator. Possible actions include:

- A contact from teacher, school or system personnel.
- An Attendance Case Review Panel meeting which the parent(s)/guardian is required to attend
- A hearing in Juvenile Court which the parent(s)/guardian is required to attend
- A hearing in State Superior Court which the parent(s)/guardian is required to attend
- A referral to the Toombs County Department of Family and Children Services (DFACs)
- A referral to the Department of Juvenile Justice
- Other actions as needed to improve school attendance for any child

These actions are listed in no particular order. One or more actions may be taken to improve the school attendance of any child who is a student in the Vidalia City School System. Attendance policy is same for resident and non-resident students. Attendance problems for students who reside outside of Vidalia City limits may result in the child

being withdrawn from the Vidalia City School System at any time during the school year and at the discretion of administration.

### **ABSENCES**

Regular attendance at school is critical to student progress. A student who reaches 5 absences (class and/or days) is considered to be at-risk in accordance with federal legislation. A student will be considered for retention in his/her current grade level if an excessive number of absences impact the student's progress due to missing instruction provided by the teacher. The Georgia Department of Education has set up the following reasons for lawful absences:

1. Personal illness (Limit of five per semester without Doctor's note)
2. Serious illness or death in the family
3. A court order or an order by a governmental agency
4. Recognized religious holidays of a pupil's particular faith
5. Conditions rendering school attendance impossible or hazardous to the safety of the pupil.

After an absence(s), returning students **MUST** present a WRITTEN excuse or doctor's excuse to the office staff or his/her homeroom teacher. **The excuse must be turned in within three days of returning to school or the absence(s) will remain on record as unexcused.** The following items should be included in the excuse:

- Date of absence
- Reason for absence
- Phone number and signature of parent/guardian, physician, or other official (i.e. judge).

The student should present this written excuse to the teacher who will sign or initial the note. **No more than five (5) parental notes will be accepted per semester for excused absences.** Beyond five parental notes, a doctor's note is required in order for the absence to be deemed as excused.

### **UNEXCUSED ABSENCE**

When a student has an unexcused absence, teachers are not required to provide make up work a student may have missed during his/her absence.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

Students are expected to make up all work they have missed when they are absent from school. Remember, it is the student's responsibility to request make-up assignments upon returning to school. If students are absent, parents may call the school to make arrangements to pick up work at the end of the school day if absences exceed more than three days. Students must provide make-up work to the teacher within a three-day period after receiving the work in order to receive credit.

## **MEDICAL**

### **DISPENSING OF MEDICATION**

At the written request of the parent/guardian, the school nurse or staff may administer medication in accordance with the following procedures:

- The parent/legal guardian must complete the required "Medication Authorization Form" when medication must be administered during the school day. For prescription medication a physician must sign the form. The form can be obtained from your school nurse when the medication is delivered to the school. The completed form **MUST** accompany all medication. Any changes in medication or the dosage will require a new authorization form.
- All medication administered at school must be in the original container and given to the school nurse or office personnel **ONLY**. Students may not have medication in their possession, except with a physician's written request/order. Under no circumstances should medication be shown or shared with other students. Aspirin products must also have a physician signature prior to administration.
- Unused medication should be obtained from the school nurse within one week after medication is discontinued; otherwise the school nurse will dispose of the medication.
- A daily record will be kept on all prescribed and non-prescribed medication. This record will include student's name, date/time, medication administered, and signature of supervising personnel.
- The nurse can only give medication at prescribed time. Any changes must be in writing.

### **STUDENT ILLNESS**

Sick students who are considered contagious must not be sent to school. **If your child has a fever of 100.4 degrees or higher, please do not send the child to school.** A child must be free of fever without medication for 24 hours, to be able to return to school. When a student becomes ill at school, the parent must make arrangements to pick up the student IMMEDIATELY.

### **STUDENT INJURIES**

If your child sustains an injury at school and it is reported to the nurse, the following procedures will be followed:

- Minor injuries, scrapes, and cuts will be treated. Parents will be called as deemed necessary.
- In cases of more serious injury, parents will be notified. If unavailable, the emergency contact will be notified. If neither of these persons can be reached, the child will either be transported to the hospital emergency room or an ambulance will be called depending on the circumstance and the school's assessment of the situation.

The function of the school in relation to sudden illness and accident is one of emergency handling of these situations. School personnel shall act promptly and intelligently in emergencies for the saving of life, the prevention of further injury, and the alleviation of pain. As soon as possible, the parent or guardian shall be notified. The school is not responsible for subsequent treatment. All records of accidents occurring at school will be kept on file.

### **COMMUNICABLE DISEASES / HEALTH CONCERNS**

Because schools bring large numbers of children into close daily contact they serve as a focal point for the transmission of all kinds of communicable diseases. Some of the most common diseases/health concerns would include the common cold, influenza, chicken pox, head lice and measles.

Control of these illnesses depends to a great extent on observant caring parents and teachers. However, some communicable diseases require a trained eye and special treatment as well as monitoring by a physician in order for one to regain good health. If a student becomes ill during school hours, the nurse will contact the parent or guardian to pick up the student. If a parent cannot be contacted, an emergency number provided will be called. If no contact can be made, the student will be kept in the office until contact can be made or until dismissal time.

When a child has symptoms of a communicable disease, such as obvious rashes or sores, nausea, high fever or similar symptoms, the parent or guardian of the child will be contacted and required to take their child home. In cases concerning head lice, a child will not be readmitted to school until first bringing some form of proof of treatment, such a shampoo box top and a note from the Health Department, school nurse, or a physician. In addition, proof of a second treatment will be required in ten days and the child will be rechecked by the nurse. Failure to provide proof or complete follow up, (i.e. nits/head lice found in hair) will result in the child not being allowed to return to school.

The Vidalia City Schools are concerned with your child's well being intellectually, emotionally and physically. For this reason, we solicit your good judgment in keeping your child home when they are not well and seek a cooperative spirit in helping them return to school when they regain good health.

### **MEDIA CENTER**

The media center is a warm, inviting place available to all students. The collection of books is continually updated to supply students with interesting, grade appropriate books to read for pleasure and to gain information. Reference materials are included in the collection to provide resources to be utilized for research projects. A qualified media specialist is available to assist students in the selection of books and use of resources.

The media center is open for student circulation during the school week. Students are admitted to the media center with teacher permission, and teachers may make arrangements with the media specialist for a group or class visit.

All books and materials taken from the media center must be checked out at the circulation desk. Students may not check out additional books or materials if monies are due for lost or damaged books. Students are expected, but not required, to return books within one week of check out to maintain the availability of the collection. **Report cards will be held if all books are not returned or paid for at the end of the year.**

## **INTERNET ACCESS**

The Internet is available in the school to be used by all students and staff. It is the school's intent that the Internet be used strictly for instructional purposes. In order for students to be allowed use of the school's Internet, the parental permission portion of the Parent/Guardian Permission related to internet usage must be completed and returned.

**Failure to follow guidelines may result in disciplinary actions as outlined in the Student Code of Conduct.**

According to Vidalia City Schools Policy IFBGA, the following guidelines have been approved:

1. Transmission of copyrighted material, material which is obscene, or material which is protected by trade secret is strictly prohibited.
2. Inappropriate use will result in cancellation of the privilege of using the Internet.
3. Use of profanity and other inappropriate language is prohibited.
4. Electronic mail (e-mail) and telecommunication are not to be utilized to share confidential information about students or other employees.
5. Electronic mail (e-mail) is not private, and inappropriate or illegal messages will be reported to the authorities.
6. Use of the network in such a way that use of the network by others is disrupted is prohibited.
7. All communications and information accessible via the network should be assumed to be subject to copyright laws.
8. Users are never to use other individual's accounts. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network/internet.
9. Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as a malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other networks. This includes, but is not limited to, the uploading or creation of computer viruses.
10. No student may install, upload, or download software without the express consent of the system administrator. Users and their parents or guardians specifically agree to indemnify the Vidalia City School District and the administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of the regulations by the user.
11. Electronic mail transmission and other use of the electronic communication system by students and employees shall not be considered confidential and may be monitored at any time by the system administrator to ensure appropriate use for education or administrative purposes.
12. Parental permission form must be signed in order for students to have access to the Internet. If there is no form on file, the student will automatically be denied the privilege of having Internet access.

## **LUNCHROOM PROGRAM**

We welcome your child to the School Nutrition Program in the Vidalia City School System. Our food service program is self-supporting, which operates from monies received through payments for meals and reimbursements from federal and state programs. J.R. Trippe offers 2 lunch choices daily. School lunches are planned for children. Menu selections are based on the foods children prefer. New foods are introduced occasionally in order to expose children to them. Current monthly menus are sent home with students as well as posted on the school system's website.

All menus must meet the U.S. Department of Agriculture requirements and guidelines. Our meals also meet the new meal dietary requirements set forth in the Dietary Guidelines, as required by the Ga. Department of Education and the U. S. Department of Agriculture. Students are encouraged to drink milk at school. At no time should students bring drinks into the cafeteria in glass containers. Also, no canned drinks of any type are permitted in the cafeteria.

Students are expected to follow the guidelines below while in the cafeteria.

- A. All lunches provided by the school or brought to school will be eaten in the lunchroom or designated areas.
- B. No exchanging of food / drink items is allowed per state law.
- C. One ice cream per student/per day may be purchased by those eating lunch. Ice cream sticks/paper need to be disposed of properly. Ice cream cannot be charged.
- D. Appropriate behavior and good manners in the lunchroom are expected. Inside voices should be used.
- E. Students are encouraged to drink milk. If students have allergies, a doctor's note must be provided. At no time should students bring drinks into the cafeteria in glass containers.

- F. **CATERED FOODS:** Students are prohibited from bringing catered/fast food into the cafeteria or having it delivered on the school campus without prior approval of the principal. Sack lunches should be brought from home if a student chooses not to participate in the School Nutrition Program. **Per BOE policy, sack lunches should in no way promote restaurants or fast food establishments through the use of wrappers, cups, bags etc.** The principal at each school will designate acceptable containers or drinks brought from home. No glass container may be brought in with lunches. Additionally, no canned beverages are allowed. Violations of this policy will be referred to the school administration.

### **BREAKFAST & LUNCH PRICES**

We are pleased to inform you that **J.D. Dickerson Primary, Sally D. Meadows, and J.R. Trippe** will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the **Community Eligibility Provision (CEP)** for School Year 2016-2017.

**What does this mean for you and your children attending the school(s) identified above?**

**Great news!! All enrolled students (PreK – 8<sup>th</sup> grade) of J.D. Dickerson Primary, Sally D. Meadows, and J.R. Trippe** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2016-2017 school year. No further action is required of you except to make sure your child(ren) participate in the program. Meals are completely free and you don't need to fill out an application if your children attend JDD Primary, SDM Elementary or J.R. Trippe Middle School!!

**Unfortunately, we do not meet requirements for the Vidalia Comprehensive High School so your children enrolled there must fill out an application if your child is given one.** Some parents will be notified of eligibility if you receive certain services from DFACS.

**Parents at all schools are still responsible for any charges made in previous years.** Please contact your school manager or Denise Parson, School Foodservice Director at 912-537-9738 or [dparson@vidalia-city.k12.ga.us](mailto:dparson@vidalia-city.k12.ga.us). Your child will be presented with a charge letter each week until balance is paid off.

**Let me encourage you to allow your children to participate in the School Nutrition Program by eating with us every day for breakfast and lunch! The only way this program will work and continue being free to all students through the coming years is if we have good student participation!!**

### **BREAKFAST**

A breakfast program is provided at school from 7:20-7:55 a.m. No breakfasts will be served after 7:55 a.m. This allows the student time to eat and go to their classrooms before the tardy bell.

### **RETURNED CHECKS**

There is a \$15.00 charge payable to School Food Service for checks returned for insufficient funds. The parent must pay the \$15.00 fee, plus the amount of the check. Parents who frequently have returned checks will be asked to pay cash.

### **ONLINE PAYMENT SYSTEM FOR A LA CARTE**

The Vidalia City Schools Nutrition Program has an online meal payment system, which allows parents to make deposits into their child's breakfast/lunch accounts. Money can be deposited into cafeteria accounts anytime and low balance reminders can be set up so they are received through the parent's email address. Parents can monitor their child's account balance online and view what their child has purchased at no charge. Payments can be made for all children in a household for a \$2.00 fee, even if they attend different schools. Meal payments can be made using VISA, Master Card, Discover credit/debit cards or e-check. Payments can also be set up so they are automatically deducted each month. Accounts are updated 3 times daily (but not during meal service): 6:52 a.m., 10:15 a.m., and 6:09 p.m.

Parents can create a secure account for their child through [www.mySchoolBucks.com](http://www.mySchoolBucks.com) or through the District website – Click on Department – then click on School Nutrition or through each school's website. Parents are encouraged to use the online meal payment system so they can keep up with their child's meal balance and to see if they are participating in CEP. Parents who do not wish to pay online may continue to send money or a check to school at no charge.

For questions or assistance in creating an online account, parents may contact Ms. Denise Parson, Vidalia City Schools Nutrition Director or Mrs. Susan Cheshire, Vidalia City Schools Nutrition Bookkeeper at (912) 537-9738.

**Staff and faculty are welcome to charge lunches but charges must be paid and cleared to a zero balance by the last day of each month.**

**If our team at VCS School Foodservice can be of any further assistance, please do not hesitate to contact us.**

### **COUNSELING / INSTRUCTIONAL SERVICES**

Counseling is a comprehensive, developmental education program which is responsible for assisting in the individual development of all students. Areas of human growth and development for which the guidance program is responsible include topics such as self-understanding, interpersonal skills, and problem solving. The counselor's duties include counseling, classroom guidance, Student Support Team (SST), Response to Intervention (RTI), and school test coordinator.

#### **RESPONSE TO INTERVENTION (RTI)**

J.R. Trippe Middle School follows a plan of intervention in dealing with students who are struggling academically or behaviorally. The Intervention has four tiers. All students are on Tier One, which involves various interventions and strategies for meeting instructional goals. Students at risk, either academically or behaviorally, may be referred to Tier Two of RTI, which includes activities specifically designed for those having difficulty. While on Tier Two, the student's teachers monitor progress of each student and meet regularly to discuss progress based on the data received from interventions. If a student's progress is minimal, according to data, the child may then be considered for Tier Three, also known as Student Support Team (SST). Once a child reaches Tier Three, the SST is chaired by the system level RTI Coordinator. All data, to this point, is reviewed and parents are invited to the SST meeting to discuss the next step in the educational planning for the child. **Prior to referral to Tier 2 or beyond, a VISION/HEARING SCREENING must be conducted (see parent guardian signature page).** Further evaluation may be necessary and parental permission is requested before any further testing is begun. Testing, at this point, is conducted under the supervision of the Director of Special Education. **Please note that parents are informed if their child is referred at Tier Two and beyond.**

#### **GIFTED PROGRAM (LEAP)**

A student may be referred for the Gifted Program by a teacher, parent, school system administrator or other person knowledgeable about the educational performance of the student. Grade-wide screening of standardized test scores and other data is also used as a part of the referral process. The criteria for eligibility for the Gifted Program is determined by the Georgia Department of Education. Eligibility is established by reviewing evaluative data in the areas of intelligence, achievement, creativity and motivation. Parental permission must be obtained for individualized evaluations and, again, for placement in the Gifted Program. For further information about eligibility criteria and/or the Gifted Program, contact the Director of Student Services at 912-537-3089 or visit the system website @ <http://vidaliacity.schoolinsites.com>.

### **STAFF / TEACHER INFORMATION**

#### **STAFF QUALIFICATIONS / RIGHT TO KNOW**

In an effort to become more familiar with your child's teacher/paraprofessional, parents may request teacher and/or paraprofessional qualifications to include level of education and/or degree, college major and years of service. Requests can be made relative to those staff who instruct your child and is also available on the school website.

#### **PARENT-TEACHER COMMUNICATION**

Parents may request a conference with their child's teacher by emailing, writing a note to the teacher or calling the school to make an appointment. Please review your child's handbook/planner nightly for daily communication and homework expectations.

#### **HOMEWORK**

There is overwhelming evidence, as a result of research, that student completion of homework has a dramatic, positive impact on student achievement. Homework reinforces skills taught at school, instills in the child a sense of responsibility, and involves the parent in the learning process. If students take an assignment home as an extension

of the work being done in class, they are expected to do the assigned work to the best of their ability. As long as there is evidence that all the assignments have been attempted, there will be no negative consequences. All homework is checked and reviewed.

Homework may consist of written assignments or other activities such as listening activities, reading a story, watching an educational TV program, doing research, playing an educational game, or routine studying (drill, review, memorization). Homework assignments that stimulate thinking and allow young people to make discoveries lead to creative and challenging experiences.

The amount of homework will not exceed the student's abilities to accomplish it in a reasonable amount of time. Teachers will plan and discuss homework with students to develop an understanding of the way in which homework will be evaluated and the weight this evaluation will carry in the total assessment of student learning.

### **STUDY SKILLS**

#### **A STUDENT WHO STUDIES WELL:**

- Brings all necessary materials to class.
- Actively listens and participates in all class activities.
- Seeks assistance as needed for further understanding.
- Plans and schedules time for homework each day, making sure he understands the assignment before leaving class.
- Applies learned skills to other subject areas.

#### **HOW TO STUDY:**

- Attitude is important. Think positively, work independently and seek help only when you have exhausted your own resources.
- Learning requires concentration. Keep your mind on what you are doing. It will take less time.
- At home, have a place to study. It needs to be free from distraction.
- Skim the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations and directions. If the assignment is not written, make notes of your own and outline what you have learned.
- If the assignment is a long-term project, do a little of it each day. It will be easier than doing it all at once.

#### **TEST TAKING SKILLS:**

1. Relax and keep your full attention only on your assignment.
2. Read and follow directions carefully.
3. Skim the whole test first to see what is asked and how to make best use of your time.
4. Read each question and make certain you understand it before answering.
5. Think before you write.
6. Answer questions fully.
7. Check your paper for any errors before turning it in.

### **PROMOTION / RETENTION POLICY**

Any student in grades six, seven, and eight must pass four of six subjects with three of the four being academic subjects. Any student who does not meet this requirement will be considered a retention candidate. Any student who does not pass Math or ELA will be considered a retention candidate.

#### **Procedures:**

The school principal or designee shall establish a team for each student in grades six, seven, and eight who is a retention candidate. This team shall:

1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's Milestones performance and teacher recommendations.
2. Develop an accelerated, differentiated, or additional instructional plan for each student who does not achieve grad level on the Reading and/or Mathematics sections of the Milestones assessment.
3. Refer the candidate for appropriate services related to Response to Intervention.

The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on the Milestones assessment and other criteria established in this policy.

**STANDARDIZED STATE TESTING PROGRAM**

State tests results are used in determining student eligibility for placement in remedial programs and for curriculum planning. Also, eligibility for summer school, if available, is determined by test scores and the summer school curriculum is specifically designed to address specific areas of need for students as identified on these tests. Tests which are administered to various grade levels include: ITBS, Milestones and Georgia Writing Assessment. You will receive more detailed information concerning these tests at a later date.

**REPORT CARDS**

A progress report is sent home each nine weeks and a semester report card at the end of eighteen weeks. Grades are cumulative per semester. The copy sent home is to be signed and returned. Parents should notify the homeroom teacher if they wish to have a copy to keep.

**GRADE SCALE**

**COURSES**

<b><u>Academic &amp; Electives</u></b>
A = 90 - 100
B = 80 - 89
C = 70 - 79
F = Below 70

**INCENTIVES, RECOGNITIONS, AND END OF YEAR AWARDS / PROGRAMS**

We believe that students should be recognized for their efforts. We make every effort to afford all our students with ample opportunities to participate in a variety of worthwhile activities, all of which tie into our state-approved curriculum.

**HONORS AND AWARDS**

Honor Roll – The school’s Honor Roll is submitted to the local newspaper at the end of each semester. Those students who have an average of 90 or above in all subjects will be included on the Honor Roll. An average of 89.99 will not qualify.

Gold Star Honor Roll – Students who have maintained a grade of 90 or above in each subject for every nine-week grading period throughout the year will be recognized on Gold Star Honor Roll.

Other awards presented at the School’s annual Awards Day will include: Perfect Attendance, Team Spirit Awards, Citizenship Awards, Subject Area Awards, Principal’s Awards, Chief Awards, and the Trippe Scholar Award (8<sup>th</sup> grade only). Trippe Scholar is awarded to the 8<sup>th</sup> grade student with the highest cumulative average and who has been at J. R. Trippe all three middle school years.

**ATHLETICS**

J. R. Trippe Middle School offers a variety of athletic activities for all students. These sports include football, basketball, softball, track, golf, cheerleading, cross-country, wrestling, baseball, soccer, tennis and swimming. Participation in these activities on the inter-scholastic level is governed by the Georgia High School Association, GBOE Rule 160-5-1.19 (IDE-2) and Southern Association of Colleges and Schools (SACS). Participation in any activity is dependent upon a student’s compliance with GHSA eligibility rules. Also, each sport has its own set of rules or guidelines established by the coach of that particular sport and must be followed. A physical form, completed by a doctor, must be on file before any student is allowed to try out for a sport.



“No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by a local school system, and no local school system shall provide any such athletics separately on such basis.” O.C.G.A. 20-2-315

**No Pass/No Play (GBOE Rule 160-5-1.19 [IDE])** - Students must pass four subjects the preceding semester in order to be eligible to participate in school sponsored extracurricular activities. The following guidelines are to be followed:

1. The grading period at JRT for determining eligibility will be a semester.
2. The period of ineligibility will be at a minimum one semester.

Ineligible students are prohibited from practicing, traveling, or trying out for a team/program

### **CLUBS & ORGANIZATIONS**

**Each club will have a scheduled meeting time during school. Days will be announced to students at the beginning of the school year. When joining more than one club, students are advised to check the meeting schedule so that they do not join clubs with the same meeting times.**

**Quiz Bowl:** Quiz Bowl is a voluntary group of trivia buffs who meet regularly to prepare for the PAGE Academic Bowl Regional Tournament.

**Student Council:** Student Council members are elected by the student body and sponsor activities and projects that promote enthusiasm and a positive school atmosphere.

**4-H:** An organized chapter of 4-H is sponsored by the Toombs County Extension Agency. Representatives of this agency conduct meetings.

**PRIDE Club:** PRIDE Club focuses on citizenship, responsibility, leadership, promoting school spirit, and supporting school activities.

**Junior Beta Club:** The Junior Beta Club is a division of the National Beta Club. This organization promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages to students in grades 5 – 12. Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be:

- a) worthy, moral, and ethical character, b) a 90 or above average in each subject area, c) a commendable attitude, and d) working at or above grade level. The standards and means for appraising these qualities shall be determined by the administration of the school where the club is located. Further information about the Beta Club may be obtained by contacting them at <http://www.betaclub.org/>

**FCA (Fellowship of Christian Athletes):** FCA is a group of students committed to growing spiritually and reaching out to others both in word and deed. Their goals include fellowship, spiritual growth, and outreach. Fellowship is building a caring and accepting community where those seeking a deeper spiritual life are accepted and encouraged. Growth is developing a balanced Christian life. Outreach is demonstrating by words and deeds to the world their relationship with Christ. FCA is made up of athletes and others interested in athletics.

**Pet Club** – The Pet Club brings together students who are interested in learning more about pet care. The Pet Club sponsors projects to support the local Animal Shelter and brings in community resources to educate the members about animals and animal care.

### **FIELD TRIP AGREEMENT**

As the parent or legal guardian, I give my permission for the school system to transport my child on any approved field trip during this school term. I understand that I will be informed of dates and locations as field trips are scheduled.

The undersigned agrees on behalf of said minor and individually to release, indemnify and hold the Vidalia School Board harmless from any and all claims for damages or injury to said minor child and to said minor child's property occurring during said trip other than injuries caused by gross negligence on the part of the School Board or its agents.

Further, the undersigned hereby authorizes the school officials in charge of said school trip to procure any medical treatment reasonably necessary for the welfare of said child during said trip. Said medical treatment shall include but not be limited to emergency care, hospitalization and doctor's care.

If you agree with the above statement please sign on the signature permission page in this handbook and return to your child's school.

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### **PHOTO/PROJECT RELEASE FORM**

**J.R. Trippe Middle School** is including projects, photos of students, teachers, and school activities on its website. Occasionally, it might be necessary to use the first name and last initial of a student, but no last names, addresses, and/or telephone numbers will ever be used.

We/I hereby give permission for **J.R. Trippe** to use projects / photos along with first name and last initial on the School website and other electronic forms of communication. This will also give Vidalia City Schools' Staff permission to use my child's projects / photos at conferences, workshops and other educational functions.

If you agree with the above statement please sign on the signature permission page and return to your child's school.

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### **VISION/HEARING SCREENING FOR RESPONSE TO INTERVENTION (RTI)**

A plan of intervention, referred to as RTI (Response to Intervention), is in place for students who are struggling academically or behaviorally. An explanation of the four Tiers is explained in the RTI section of this handbook. Prior to referral to Tier two or beyond, a Vision/Hearing Screening is required and can be conducted at the school. **Please note that parents are informed if their child is referred at Tier Two and beyond.** Please indicate your agreement for this screening on the signature permission page in this handbook and return to your child's school.

### **HARRASSMENT**

It is the policy of this School District to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual who believes that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of

reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

### **BEHAVIOR EXPECTATIONS**

In our efforts to establish J.R. Trippe Middle School as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At J.R. Trippe the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of PRIDE. Expectations of behavior in each area of the school have been established. These expectations are taught through direct instruction, modeling, and implementation of behavioral lesson plans. Expectations are consistently communicated as indicated in our school-wide behavior matrix.

Students who attend or participate in any activity conducted for the benefit of students, whether school sponsored or supported by private organizations such as booster clubs, sports organizations, or similar groups, with prior approval or the Board of Education, and without regard to whether the event takes place on school property, are subject to the student discipline code during the activity or while traveling to and from the activity.

A student who has been arrested, charged, or convicted in a court of a felony or an offense which would be considered to be a felony if the offender was an adult, or is charged with an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption of the educational climate may be disciplined or excluded from school.

Any student could be suspended or expelled for out-of-school conduct which may adversely affect the education progress or endanger the health, safety, morals, or well being of other students, teachers, or employees within the school system or another system.

**PRIDE**

**BEHAVIOR MATRIX**

<b>PRIDE Everywhere</b>	<b>CLASSROOM</b>	<b>HALLWAY</b>	<b>CAFETERIA</b>	<b>RESTROOM</b>	<b>MEDIA CENTER</b>
<b>POSITIVE</b> <b>Do what you're supposed to do every time with a good attitude.</b>	*Be cooperative *Use kind words with peers and adults *Be a role model	*Be aware of your surroundings *Use kind words with peers	*Follow directions of teachers/staff *Use kind words with peers	*Avoid misuse/damaging of facilities	*Recommend favorite books/authors to others
<b>RESPECTFUL</b> <b>Treat yourself &amp; others with respect.</b>	*Stay in your seat *Honor personal space and property of others	*Stay on the correct side of the hall *Honor personal space and property of others	*Eat your own food *Remain seated *Honor personal space and property of others	*Be considerate of other's privacy	*Take care of books, equipment, etc.
<b>INVOLVED</b> <b>Be a part of what goes on in class, school events, and/or extra-curricular activities.</b>	*Be an active participant *Be honest *Take responsibility of your own learning	*Keep the hallway clear from clutter and trash *Report unsafe behaviors	*Keep your table/floor area clean	*Keep restroom clean & report any mishaps	*Follow book check-in/check-out procedures
<b>DEPENDABLE</b> <b>Be trustworthy, honest, &amp; loyal; take responsibility for your actions</b>	*Complete all tasks/assignments *Stay on task *Follow correct locker procedures	*Have a hall pass *Go directly to your approved destination *Follow correct locker procedures	*Get in appropriate line and use inside voice	*Avoid horseplay	*Use computers/internet properly
<b>EXCELLENCE</b> <b>Excel and expect success for yourself &amp; others through good habits.</b>	*Follow directions at all times *Listen and respond appropriately	*Keep your place in line *Use quiet voices *Walk at all times	*Show good table manners	*Return to class promptly	*Return to class promptly

**J.R. Trippe Middle School  
Code of Discipline**

**The purpose of the Code of Discipline is to promote positive student behavior, which is conducive to an appropriate learning environment. Teachers and administrators have the authority to apply the following Behavior Rubrics for inappropriate behaviors. The rubrics are guidance only and are not binding. Each disciplinary case must be judged on the specific facts of the individual case to determine appropriate penalty.**

**“D” Category Rubric**

<b>“D” CATEGORY BEHAVIORS</b>	
<b>These behaviors are considered severe and warrant suspension or expulsion</b>	
<b>Rule 01</b>	<b>Alcohol</b> – violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol during the school year.
<b>Rule 02</b>	<b>Arson</b> – unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trash can fires if they are contributing factors to a damaging fire. Without a fire, firecrackers, and fireworks are included in the Discipline Incident Type code ‘23’ Weapons – Other. This code does not include a simple act of lighting a match.
<b>Rule 03</b>	<b>Battery</b> – actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. For example, when one individual physically attacks or “beats up on” another individual. This includes an attack with a weapon or one that causes serious bodily harm to the victim. Includes the actual placement of a bomb or one sent through the mail, regardless of whether the bomb explodes. This code shall be used when the attack is very serious, serious enough to warrant calling the police or bringing in security, where the intent is to do bodily harm to someone. Administrators will determine if the situation is deemed to be serious enough to result in the consequences outlined below.
<b>Rule 04</b>	<b>Breaking and Entering – Burglary</b> – unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.
<b>Rule 05</b>	<b>Computer Trespass</b> – unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data.
<b>Rule 06</b>	<b>Disorderly Conduct</b> – any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.
<b>Rule 07</b>	<b>Drugs, Except Alcohol and Tobacco</b> – unlawful use, cultivation, manufacture, distribution, sale of, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or tobacco equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student. Code does not include tobacco or alcohol. Note: A form must be completed by a parent or legal guardian for prescription or over the counter medications to be taken at school. All medicine must be brought to the office. No student may possess or take ANY medicine at school without the nurse or office personnel. The only exception is prescription inhalers.
<b>Rule 08</b>	<b>Fighting</b> – mutual participation in a fight involving physical violence where there is no one main offender and no major injury. Rule does not include verbal confrontations, tussles, or other minor confrontations. If it can be determined that one person is the victim, then consequences shall not apply.
<b>Rule 09</b>	<b>Homicide</b> – murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.
<b>Rule 10</b>	<b>Kidnapping</b> – unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parents or legal guardian.
<b>Rule 11</b>	<b>Larceny/Theft</b> – unlawful taking, carrying, leading, or riding away of property of another person

	without threat, violence, or bodily harm. Included are pocket picking, purse or backpack-snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, and all other types of larcenies. The Larceny/Theft code should be used only when theft is serious enough to warrant calling the police or bringing in security. For example, students stealing pencils or paper from each other are forms of malicious or harassing behavior and not larceny because it is not serious and does not warrant calling in security to deal with it.
<b>Rule 12</b>	<b>Motor Vehicle Theft</b> – theft or attempted theft of a motor vehicle. Code includes theft of car, truck, motorcycle, dune buggy, RV, or anything that is self-propelled.
<b>Rule 13</b>	<b>Robbery</b> – taking, or attempting to take, anything of value that is owned by another person, organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is that threat or battery is involved in a robbery. Examples include extortion of lunch money.
<b>Rule 14</b>	<b>Sexual Battery</b> – <i>any</i> sexual act committed by force against a person incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity. <b>If you have questions regarding this rule, please see the administration for a more complete description of this rule.</b> This code should be used only when the incident is severe enough to warrant calling in law enforcement.
<b>Rule 15</b>	<b>Sexual Harassment</b> – deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, suggestive jokes, or pressure to engage in sexual activity.
<b>Rules 16</b>	<b>Sex Offenses</b> – Any sexual act where the victim is capable of giving consent. This also includes indecent exposure and obscenity. <b>Please see the administrators of the school if a more detailed description of this rule violation is needed.</b> Examples include entering or downloading pornographic content onto school computer.
<b>Rule 17</b>	<b>Threat/Intimidation</b> – unlawfully placing another person in fear of bodily harm through verbal intimidation or threats without displaying a weapon or subjecting the person to actual physical attack.
<b>Rule 18</b>	<b>Tobacco</b> – possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to or from school.
<b>Rule 19</b>	<b>Trespassing</b> – entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.
<b>Rule 20</b>	<b>Vandalism</b> – the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples include graffiti, carving initials or words in desktops, or spray-painting on walls.
<b>Rule 21</b>	<b>Weapons Possession – Firearm</b> – possession of any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is capable of causing bodily harm or property damage. Include firearms of any kind, loaded or unloaded, operable or inoperable.
<b>Rule 22</b>	<b>Weapons Possession – Knife</b> – the possession, use, or intention to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.
<b>Rule 23</b>	<b>Weapons Possession – Other</b> – the possession, use, or intention to use any instrument or object to inflict harm on another person or to intimidate any person. Included in this code are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, electrical weapons or devices, explosives, or propellants. Firecrackers and other fireworks are also included if fire is not involved.
<b>Rule 24</b>	<b>Other Discipline Incident or a State-Reported Discipline Actions</b> – Any other discipline incident for which a student is administered corporal punishment, in-school or out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred t

	court or juvenile system authorities, or removed from class at the teacher’s request (pursuant to O. C. G. A. 20-2-738).
<b>Rule 25</b>	<b>Activating a Fire Alarm Under False Pretense.</b> No student shall activate a fire alarm under false pretense.
<b>Rule 26</b>	<b>Weapons – Rifles</b> – the possession, use, or intention to use a rifle by a person to harm or intimidate any person.
<b>Rule 27</b>	<p><b>Bullying</b> - The Georgia Bullying Law O.C.G.A. 20-2-751.4</p> <p>(a) As used in this Code section, the term “bullying” means 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:</p> <p>(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;</p> <p>(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or</p> <p>(3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:</p> <p>(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1;</p> <p>(B) Has the effect of substantially interfering with a student’s education;</p> <p>(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or</p> <p>(D) Has the effect of substantially disrupting the orderly operation of the school.</p> <p><b>** Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. In grades K-5, each bullying incident shall be investigated by the administration and appropriate punishment provided based on the severity of the incident. Options may include but are not limited to counseling, extended ISS, web-based learning, home schooling, or any other educational placement deemed appropriate by the administration.</b></p> <p><b>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 by telephone call or through written notice, which may be done electronically. For further information on Bullying policy, please refer to Vidalia City School System website for board policy JCDAG</b></p>
<b>Rule 28</b>	<b>Improper Use of Motor Vehicle</b> – Students are not permitted to drive any motorized vehicle on the J. R. Trippe School campus.
<b>Rule 29</b>	<b>Violation of Terms of Probation</b> – If a student breaks the terms of probation upon returning to school from an alternative setting after required punishment had been met, he/she will be returned to the original punishment given for the remainder of the school year.
<b>Rule 30:</b>	<p><b>Gangs</b></p> <p>A. Students shall not engage in any gang activities, included but not limited to: gang gestures, symbols, colors, hair design, eyebrow designs, clothing styles, and body art.</p> <p>B. Groups shall not gather for the intent of harming or bullying</p>
<b>“D” CATEGORY CONSEQUENCE GUIDELINES</b>	
<b>1<sup>st</sup> REFERRAL:</b>	
Immediate office referral, up to ten days OSS, possible referral to tribunal, and contact proper authorities	

**“C” CATEGORY RUBRIC**

<b>“C” CATEGORY BEHAVIORS</b>			
<b>These behaviors are considered severe and warrant immediate referral</b>			
<b>Rule 31</b>	<b>Extortion or Attempt to Extort</b> – Students shall not extort or attempt to extort property from other students or school employees. Extortion is defined as obtaining property from another (student, teacher, or employee) by force or threat of force.		
<b>Rule 32</b>	<b>Gambling</b> – Students will not gamble on school property or while attending an activity under school supervision. <b>Gambling includes playing cards, betting, matching, etc., for money, property, or recreational purposes. No cards of any kind are permitted on school grounds.</b>		
<b>Rule 33</b>	<b>Vulgar Language, obscene or inappropriate behavior</b> – No student shall use profane, vulgar, or obscene words, gestures or actions, whether written or spoken, that is directed toward faculty, staff members, or students. No student shall possess materials containing obscene language or pictures. No student shall touch or grope another student’s gender specific anatomical body parts.		
<b>“C” CATEGORY CONSEQUENCE GUIDELINES</b>			
1 <sup>ST</sup> Incident: Office Referral Parent contact from administrator and Saturday School assigned	2 <sup>nd</sup> Incident: Office Referral Parent Contact In-School-Suspension (1-3 days)	3 <sup>rd</sup> Incident: Office Referral Parent Contact In-School-Suspension (3-5 days)	4 <sup>th</sup> and Subsequent Incidences: Office Referral Parent Contact In-School-Suspension (Up to 10 days) Out-of-School Suspension (Up to 10 days) Referral to Tribunal



## “B” CATEGORY RUBRIC

<b>“B” CATEGORY BEHAVIORS</b> <b>The behaviors are handled by the teachers, teams, and administration</b>		
<b>Rule 34</b>	<b>Hall Passes/Restricted Areas/Truancy</b> – A student must have a hall pass whenever he leaves a class during the class period. There are no exceptions to this rule. Students are not allowed to visit other students during class hours. Students are not allowed in areas deemed restricted by the administration. Any student who misses one or more classes without permission or walks out of class or school without permission is considered truant.	
<b>Rule 35</b>	<b>Cheating, Petty Theft and Dishonesty</b> – No student shall cheat in the completion of classwork, homework, or examinations. No student shall forge signatures of other parties nor alter information on any documents.	
<b>Rule 36</b>	<b>Refusal to Report; Failure to Perform Assigned Consequences</b> – No student shall fail to carry out assigned consequences for misconduct or fail to report to teachers or administrators for disciplinary actions.	
<b>Rule 37:</b>	<b>Paging Devices, Cell Phones, Electronic Equipment (CD players, games, Ipods, etc...)</b> – No electronic devices are allowed to be seen outside of the student’s bookbag without special permission by the teacher.	
<p>**Each individual rule is considered separate and the flowchart must be followed for each type behavior to allow for statement of expectations and re-teaching of behaviors before resulting in office referral. For example, if a student is assigned a consequence for violation of rule 34 and then violates rule 37, the consequences will begin at the beginning of the flow chart for rule 37.</p>		
<b>“B” CONSEQUENCE GUIDELINES</b>		
<b>1<sup>st</sup> Incident:</b> Lunch and Learn: Student engages in a re-teaching module with the school counselor during lunch and lunch recess.	<b>2<sup>nd</sup> Incident:</b> Parent Contact by Teacher	<b>3<sup>rd</sup> Incident:</b> Parent Contact After School Detention with Completion of Reflection Sheet
<b>4<sup>th</sup> Incident:</b> Parent Contact from Administrator Saturday School	<b>5<sup>th</sup> Incident</b> Office Referral as “Repeated Violation” of Same Rule/Behavior In-School-Suspension (1-3 days)	<b>6<sup>th</sup> Incident</b> Office Referral as “Repeated Violation” of Same Rule/Behavior In-School-Suspension (3-5 days) Parent/Student Conference with Administrator

“A” CATEGORY RUBRIC

<p><b>“A” CATEGORY BEHAVIORS</b>  <b>These behaviors are initially handled by individual teachers or teams and warrant office referrals after repeated incidents or if initial incidents are severe. “Repeated incident” is defined by being assigned recess detention three times for the same behavior.</b></p>		
<b>Rule 38</b>	<b>Physical contacts</b> such as pushing, shoving, tripping, horse playing, or other behavior that does not result in threats, intimidation, or fight. Activities falling under this rule are those behaviors with no intent to harm or bully.	
<b>Rule 39</b>	<b>Disrespect</b> - Verbally abusing faculty or employees without intent to do bodily harm. Note: No student shall communicate verbally or non-verbally (body language) an attitude of disrespect toward teachers, staff members, administrators, or other adults. Such behavior could be identified by (but not limited to) the rolling of one’s eyes, the sucking of lips, heavily sighing, making faces, refusing to answer, turning away when being talked to, mumbling under one’s breath, or talking back.	
<b>Rule 40</b>	<b>Classroom/ School Disturbance</b> - Students shall not engage in action which disturbs the flow of teaching activities in a classroom or the orderly function of the school. Students are not to bring to school any item that may disrupt the normal learning environment.	
<b>Rule 41</b>	<b>Refusal to Comply</b> - Students shall not refuse to carry out reasonable instructions of faculty or staff members.	
<b>Rule 42</b>	<b>Isolated Verbal Remarks to Peers (Isolated meaning not falling under criteria of repeated or bullying)</b> – This includes, but is not limited to, verbal behaviors such as name calling, insulting remarks, or put-downs, unwanted comments and jokes, gossiping, teasing, rumors, and unwanted notes.	
<b>Rule 43</b>	<b>Public Display of Affection or Inappropriate Touching</b> – Students shall not engage in inappropriate physical display of affection, touching, or hugging of another student while on school property or at school activities.	
<b>Rule 44</b>	<b>Petty Theft</b> - No student shall take another person’s property without permission (example – taking pens, paper, candy, notebook, etc.)	
<b>Rule 45</b>	<b>Dress Code:</b> No student is to violate dress. See JR Trippe Dress Code on pg. ____. <u>**The J. R. Trippe School administrators have the ultimate decision regarding the appropriateness of clothing that may be deemed inappropriate.</u>	
<b>Rule 45</b>	<b>Food, Drinks, Gum</b> – No student shall have food, gum, or drinks in the halls, classrooms, or restrooms unless approved by a teacher in their own classroom.	
<b>Rule 47</b>	<b>Tardiness and Early Sign-outs/Per Semester</b> – A student shall be tardy to class/homeroom when he reports to class/homeroom after the tardy bell has rung. <b>**BEGINNING THE 2016/2017 SCHOOL TERM, A PARENT WILL BE REQUIRED TO ESCORT THE STUDENT INTO THE SCHOOL WHEN TARDY</b>	
1 <sup>st</sup> Incident: Verbal Redirection: State expectations of the behavior in the format of “what I expect to see is....”	2 <sup>nd</sup> Incident: Student/Teacher Conference: Objective of Conference is to 1. Explain inconsistency between expected behavior and observed behavior 2. Provide awareness of student’s placement along consequence continuum and next steps 3. Identify environmental factors contributing to deviant behavior	3 <sup>rd</sup> Incident: Lunch and Learn: Student engages in a re-teaching module with the school counselor during lunch and lunch recess.
4 <sup>th</sup> Incident: Parent Contact by Teacher	5 <sup>th</sup> Incident: After School Detention with Completion of Reflection Sheet	6 <sup>th</sup> Incident After School Detention with Completion of Reflection Sheet ident:
7 <sup>th</sup> Incident: After School Detention with Completion of Reflection Sheet	8 <sup>th</sup> Incident: Parent Contact from Administrator Saturday School	9 <sup>th</sup> Incident: Office Referral

### **INTERROGATIONS (GA CODE 32-912)**

The principal or his/her authorized representative possesses the authority to conduct reasonable interrogations of students in order to properly investigate student misconduct.

### **SEARCHES (GA CODE 32-912)**

The District School System endeavors to provide a safe and secure environment for all students. The Board (VBOE) authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principal of each school, or his/her authorized representative, possesses the authority to conduct inspection of students' articles carried upon their persons. Such search shall be based on reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, secreted noisemakers, water guns, contraband drugs, a handgun or other dangerous weapons.

In the event a student's person or his/her personal possessions reveal the student is concealing material which is prohibited by federal, state or local law, enforcement authorities shall be notified so that they may take appropriate action.

### **NOTES ON DISCIPLINE:**

1. An attempt will be made to contact parents upon each discipline referral, but parent copy of referral given to student is considered sufficient notification. Please return parent information sheet (front of handbook) ASAP. Inform the school office of any changes to this information throughout the year.
2. Any work missed for disciplinary reasons cannot be made up. (The building administrator may grant an exception for final/semester examinations if the student has no prior discipline referrals for the current school year).
3. All referrals to the juvenile authorities could result in long-term suspension or permanent expulsion from school.
4. A student may be guilty of violation of any of the rules when he directly violates the rules, aids or abets in the violation of a rule, or intentionally advises, encourages or procures another to violate a school rule.
5. Any disciplinary referral which results in a punishment of recess detention or greater shall require a parent contact (by referral form or telephone) and notation in student's file.
6. Students who fail to report to recess detention may be assigned to ASD or ISS 1-3 days if repeat offenders.
7. Students who fail to report to ASD will be assigned additional days of ASD or ISS 1-3 days if repeat offenders.

### **AFTER SCHOOL DETENTION (ASD)**

Students may be assigned detention after school. When assigned, the student will be provided an ASD Referral Form for parent signature noting the date of the detention. It is the responsibility of the student to communicate with parents regarding assignment to After School Detention (ASD). Students will serve on the date noted on the ASD Referral Form. Students assigned to after school detention must be picked up by 3:15. Any student remaining will report to the After School Program. The parent will be responsible for payment to the After School Program.

Failure to return the signed ASD Referral Form, failure to report to ASD or failure to follow directions in ASD could result in additional days of ASD and/or ISS.

### **IN-SCHOOL SUSPENSION (ISS)**

An in-school suspension program exists at Sally Meadows Elementary School in accordance with state and local Board of Education policies. The ISS operates in a room at the school and is supervised by an ISS instructor. Students may be assigned to ISS from 1 to 10 days. In-School Suspension serves as an alternative to out-of-school suspension. Failure to follow rules in ISS could result in the assignment of additional days of ISS or OSS to be given. Contact with parents will be attempted but written referrals given to students serve as notification.

\*\*If a child is given OSS, while in ISS, upon returning the student will serve the remainder of ISS assigned.

### **OUT-OF-SCHOOL SUSPENSION**

Following any suspension from school, a parent conference may be held prior to the student being readmitted to classes. **Suspended days will be counted as unexcused absences and no makeup work will be allowed.** **Suspended students are not allowed on any Vidalia City Schools campus during the suspension period including extracurricular activities.**

### **ALTERNATIVE SCHOOL**

The Vidalia City School System provides Alternative School Services. Students assigned to the Alternative School may not be on any school campus or at any school activity, including extracurricular activities.

**J.R. Trippe Middle School  
2016-2017 Dress Code**

**General Guidelines**

- Clothing or accessories that depict inappropriate language or messages to include, but not limited to, violence, gambling, gangs, prejudice, racism, sexual innuendoes, alcohol, drugs, and/or tobacco are not allowed.
- Clothing that is inappropriate or distracting to the school environment is not allowed.
- No clothing may draw attention to anatomical parts.
- Proper undergarments must be worn at all times and must not be visible.
- Clothing must be worn on the right side.

**Tops (Shirts, Sweatshirts, and Vests)**

- Shirts must cover all undergarments.
- Sleeveless shirts are allowed but must extend to the shoulder.
- When worn with leggings, shirts must be mid-thigh.
- Tank tops are not allowed.

**Pants/Bottoms**

- Athletic pants are allowed if the fit is appropriate.
- Short pants are allowed but must be below the knee or longer.
- Solid or print jeans are allowed.
- No pajamas are allowed.
- If pants have holes above the knees, clothing must be worn underneath so that no skin is exposed above the knee.
- Skirts or dresses must be knee length or longer (no slits above the knee)
- Pants must cover all undergarments.

**Jackets/Coats**

- Trench coats are not permitted.

**Shoes**

- Shoes are required to be worn.
- Bare feet, slippers, bedroom shoes, or cleats will not be allowed.
- Flip-flops, defined as thin rubber bottom shoes with a thin Y shaped strap that extends between the toes, are not allowed.
- Shoes with shoelaces must be tied. Shoes with Velcro must be fastened.

**Headgear/Jewelry/Accessories**

- Headgear must not be worn in the building unless for a special day designated by the school.
- Body paint is not allowed.
- Chains hanging from the pocket are not allowed.
- Dog collar-like necklaces, spiked collars, and spiked bracelets will not be allowed.
- Belt buckles must not exceed the size of a credit card.

**Administration has the right to make adjustments to dress code for benefit of students and/or for safety.**

## **Equal Educational Opportunities**

The Vidalia City School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined in VBOE Policy JAA - Equal Educational Opportunities. This policy and all policies of the Vidalia City Board of Education can be viewed on the following web site: <https://eboard.eboardsolutions.com/vidalia>