

# J. R. Trippe Middle School

## MISSION

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

## VISION

Our children will become productive leaders in a global society.

## SCHOOL MASCOT

Chief



## Vidalia City Schools Strategic Plan

Strategic Initiative 1

### Student Achievement

- \* I.A Graduate all students from high school
- \* I.B Provide diverse curriculum that exceeds state and national standards
- \* I.C Equip Students to be successful after high school in academic and career pursuits

Strategic Initiative 2

### Quality Learning Environment

- \* II.A Provide a safe environment
- \* II.B Recruit and maintain a qualified, compassionate, and diverse staff
- \* II.C To effectively evaluate and train staff

Strategic Initiative 3

### Engagement

- \* III.A Promote student and staff achievement
- \* III.B Promote engagement of parents and community
- \* III.C Promote positive public relations

Strategic Initiative 4

### Operational Effectiveness

- \* IV.A Ensure effective & reliable technology
- \* IV.B Ensure effective resource stewardship
- \* IV.C Maintain clean, safe, & structurally sound facilities and grounds
- \* Ensure student health, safety, & well-being

*The Vidalia Board of Education does not discriminate on the basis of race, color, national origin, sex, age, religion or handicapping condition in educational programs, activities or employment.*

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

<https://www.facebook.com/J-R-Trippe-Middle-School-499466180135172/>



### **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 principal, I am 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 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! Our motto for the 2018-2019 school term is Ignite, Invest, Inspire. We want our students to Ignite a Dream, Invest in a Dream, and Inspire others to Dream!

With kindest regards,



Sandy D. Reid, Ph. D  
Principal

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**J. R. Trippe Middle School  
2017/2018 School Calendar**

<b>Preplanning /Staff Professional Learning</b>	<b>July 30-31, Aug 1-2, 2018</b>
<b>First Student Day</b>	<b>August 3, 2018</b>
<b>Labor Day Holiday</b>	<b>September 3, 2018</b>
<b>Mid-Term (1st Semester)</b>	<b>October 3, 2018</b>
<b>Staff Professional Learning Day/Student Holiday</b>	<b>October 11, 2018</b>
<b>Student/Teacher Holiday</b>	<b>October 12 and 15, 2018</b>
<b>Parent/Teacher Conference Day/Student Holiday</b>	<b>October 16, 2018</b>
<b>Thanksgiving Holiday</b>	<b>November 19-23, 2018</b>
<b>1st Semester Ends</b>	<b>December 19, 2018</b>
<b>Christmas Holidays</b>	<b>December 20-31, 2018 – January 1-2, 2019</b>
<b>Staff Professional Learning / Student Holiday</b>	<b>January 3-4, 2019</b>
<b>First Day of 2<sup>nd</sup> Semester</b>	<b>January 7, 2019</b>
<b>MLK, Jr. Holiday</b>	<b>January 20, 2019</b>
<b>President's Day Holiday</b>	<b>February 18, 2019</b>
<b>Mid-Term (2nd Semester)</b>	<b>March 13, 2019</b>
<b>Staff Professional Learning/Student Holiday</b>	<b>March 14, 2019</b>
<b>Parent Conference Day/Student Holiday</b>	<b>March 15, 2019</b>
<b>Spring Holidays</b>	<b>April 1-5, 2019</b>
<b>2nd Semester Ends</b>	<b>May 22, 2019</b>
<b>Last Student Day / Graduation</b>	<b>May 22, 2019</b>
<b>Post-Planning</b>	<b>May 23-24, 2019</b>
<b>2<sup>nd</sup> Semester Report Cards/Pick Up</b>	<b>May 28, 2019</b>

## GENERAL INFORMATION / PROCEDURES

### START TIME

School begins **PROMPTLY** at **7:50 a.m.** The tardy bell rings at **7:55 a.m.** Students will be supervised beginning at 7:20 a.m.

### TARDIES

Students are expected to report to school on time at 7:50 a.m. A student is considered tardy if he/she is not in the homeroom classroom when the tardy bell rings at 7:55 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 THE STUDENT IN.** 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 in the child's Emergency Contact information. 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.

### **EMERGENCY DRILLS**

Fire and natural disaster drill instructions are provided to 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**

No student shall have food or drinks in the classroom or hallway outside of designated times. Water is allowed during all times of the day but ONLY in a clear, plastic water bottle (the type in which the water was actually purchased; no thermos or color tinted containers). No food or drinks served by the cafeteria shall be taken from the cafeteria unless it is a package that has not been opened. This package shall not be opened outside of designated times for food and drink. No gum or sunflower seeds are allowed at any time.

### **ITEMS NOT ALLOWED AT SCHOOL**

Some toys, games, and other items create a distraction for students and are not allowed at school. The following is a partial list of items that are not allowed:

- Toys and Games
- Rubber band bracelets
- Trading cards, playing cards, any other cards of any type
- Fidget spinners (unless need documented by an IEP for 504 plan)
- Slime/Putty
- Electronic equipment (laser equipment, beeping watches, beepers, CD/DVD players, games, electronic organizers, MP3 players, IPODS, PSP's, Game Boys, etc.)
- Party invitations (these are not to be handed out at school)
- Valentine Deliveries of any type (this is a system policy)
- Any other item which causes a distraction

These will be taken up and kept for a period of one week during which time they may be picked up by a parent. The school reserves the right to seize any other items that cause disruption to the school program.

### **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 7:50 am. NO STUDENT can be dropped off on campus before 7:20. Afternoon pickup for students begins at 3:05 pm. **FOR SAFETY PURPOSES, PLEASE DROP YOUR CHILD OFF AND PICK UP IN THE DESIGNATED AREAS ONLY.** Please do not park in front of school during morning drop off or afternoon pickup to let your child out/in unless you are coming in for visit.

**VIDALIA CITY SCHOOLS BUS EXPECTATIONS**

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>At the Bus Stop/Bus Loading Area</b>	Stay a safe distance from the street. Wait until the bus stops before approaching bus.	Respect others' feelings, space and belongings.	Arrive 5 minutes before designated pick-up time. Bring your belongings with you.
<b>Boarding the Bus</b>	Wait for driver's signal before boarding the bus.	Line up calmly and quietly. Respect others' feelings, space and belongings.	Board in a single file line. Go to your assigned seat...boys on the right, girls on the left; driver may assign seats.
<b>On the Bus</b>	Stay seated and face forward at all times. Keep hands, feet and head inside the bus at all times. Keep aisle and emergency exits clear of obstructions. Keep all items inside your book bag. Stay seated until bus stops.	Follow the bus driver's directions. Use an indoor voice when talking is permitted. Use respectful language. Respect others' feelings, space and belongings.	Stay in your assigned seat. Keep the bus clean...eating and/or drinking is not allowed on bus. Leave the bus in the same or better condition than you found it.
<b>Leaving the Bus</b>	Cross the street 12 feet in FRONT of the bus. Exit the bus at your assigned stop, then go directly home.	Exit the bus calmly and quietly. Respect others when leaving the bus.	Take all belongings. Exit in a single file line. Go directly to assigned location.

**VIDALIA CITY SCHOOLS BUS CONDUCT CONSEQUENCES**

- 1<sup>st</sup> Referral- **Warning** given to student by bus driver to take home to parent.
- 2<sup>nd</sup> Referral- **Warning**/Meeting with Transportation Director
- 3<sup>rd</sup> Referral- Bus Suspension for **3 Days**
- 4<sup>th</sup> Referral- Bus Suspension for **5 Days**
- 5<sup>th</sup> Referral- Bus Suspension for **10 Days**
- 6<sup>th</sup> Referral- Bus Suspension for **20 days**
- 7<sup>th</sup> Referral- Bus Suspension for the Remainder of the school Year.

The following actions at the bus loading/unloading areas and on the bus will result in suspension based on where they are in the referral process.

- Students who refuse to provide their correct name and address.
- Students caught throwing objects off/on the bus.
- Fighting on the bus or at the bus loading areas.

Student abusing (verbally/physically) the driver will result in immediate bus suspension for the remainder of year and based on the severity of the actions, may lose all future riding privileges.

**Bus Referrals will be suspended during standardized testing.** Consequences for those referrals will be assigned following testing.

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.

**J.R. Trippe Middle School  
2018-2019 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 correct side.
- No bandana print on any clothing or accessories
- No collective messages on clothing (messages created by the clothing of more than one person)

**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, skirts, and dresses must be mid-thigh.
- Tank tops are not allowed.

**Pants/Bottoms**

- Athletic pants are allowed if the fit is appropriate.
- Shorts are allowed but must NO shorter than three inches from the top of the knee cap.
- 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. **No holes allowed larger than three inches on any area of the pants.**
- 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.
- Hoods on jackets not allowed to be worn inside of the building.

**Shoes**

- Shoes are required to be worn.
- Bare feet, slippers, bedroom shoes, or cleats will not be allowed.
- Flip Flops (defined as any shoe with a Y shaped strap that extends between the toes, has no other straps, and has no back) are not allowed.
- Slides with a *single* strap or band across the foot 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. Headgear includes, but not limited to, hats, bandanas, scarves, shower caps, and bonnets.
- Hair must be free of curlers or combs/picks.
- 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**



## **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 cannot 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 by 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.

### FIVE-DAY NOTE

A five day note is one in which a parent informs the school in writing of an absence five days prior to the unexcused absence(s). When a parent submits a five day note request, the current attendance record and/or records from previous years are used to determine approval. Based upon the current attendance record, if the requested absence(s) will result in or near to an excess of seven absences per semester or 14 absences for the entire school year, permission will be denied. If the absences are approved by the administrator, the parent/student may request make up work for the unexcused absences.

### **EARLY DISMISSAL / EARLY SIGN OUT**

Parents are encouraged to schedule appointments other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible. Please be aware that three tardies and/or early sign outs equal one absence.

**Steps for early dismissal are as follows:**

1. The parent or guardian must come into the office to request early dismissal.
2. The student will be called to the office for dismissal.
3. The parent or guardian must sign the student check-out register.
4. A doctor's note should be returned to the homeroom teacher upon the student's return.

**STUDENTS ARE NOT ALLOWED TO LEAVE SCHOOL GROUNDS ON FOOT OR BICYCLE BEFORE REGULAR DISMISSAL TIME WITHOUT THE APPROVAL OF ADMINISTRATION. FAILURE TO GET APPROVAL COULD RESULT IN AN OFFICE REFERRAL**

### **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.

### **CAFETERIA PROGRAM 2018-2019**

We welcome your child to the School Nutrition Program in the Vidalia City School System. Our food service program is self-supporting, meaning we operate from monies received through payments for meals by students and staff as well as reimbursements from federal/state programs. All schools offer at least two lunch choices daily. All meals are planned for children and selections are based on the foods children prefer. New foods are introduced occasionally in order to expose children to different tastes. Current monthly menus are sent home with students and posted on the system website.

All menus must meet the U.S. Department of Agriculture requirements and guidelines. Our meals also meet the new meal guideline requirements set forth in USDA.

Please be aware of the following:

- Behavioral expectations will follow rules designated in the PBIS matrix at each school.
- All lunches, purchased in the cafeteria, will be eaten in the cafeteria or designated areas.
- Students cannot bring or have catered/fast food brought to them to be eaten in the cafeteria. Lunches should be brought from home if a student chooses not to participate in the School Nutrition Program. Per State & board policy, sack lunches can in no way promote restaurants or fast food establishments through the use of wrappers, cups, bags etc. All foods from restaurants must be rewrapped at home and placed in a lunch bag or sack.
- All students, who bring their lunch, will also be offered a grab-n-go supplement as well.
- Per USDA guidelines, students are encouraged to drink milk. If your child is allergic to milk, a doctor's note must be provided to the school nurse.
- System and state guidelines do not allow students to bring glass containers or cans into the cafeteria.

### **Community Eligibility Provision**

We are pleased to inform you that three of our four schools (JD Dickerson Primary, Sally D. Meadows Elementary and JR Trippe Middle School) will be participating in the Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast Programs. If you have child(ren) who attend any of the three schools, they are eligible to receive a healthy breakfast and lunch at school at no charge to you. No further action or applications are required of you at these schools except encouragement to eat with us to sustain this program for everyone

At this time, **we do not meet** direct certification requirements for **Vidalia Comprehensive High School**. As a result, all parents at the high school must fill out an application if your child is given one. Some parents will be notified of eligibility if you receive certain direct services such as SNAP or TANF. If you don't receive a letter of approval

after completing the application, Please call the cafeteria manager at the high school or the system school nutrition office at 912-537-9738 to check on status.

We encourage you to allow your children to participate in the School Nutrition Program by eating with us every day for breakfast and lunch! High participation insures this program will continue and students will be afforded nutritional meals for breakfast and lunch at no cost to the parents at eligible CEP schools.

### **Vidalia High School Meal Prices**

Breakfast	Full-\$1.00	Reduced-\$0.30
Lunch	Full-\$2.10	Reduced-\$0.40

### **Online Meal Payment System**

Vidalia City Schools Nutrition Program Offers an online payment system for purchased meals or the purchase of additional food items off the serving line. This system 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 (6:52 a.m., 10:15 a.m., and 6:09 p.m.) but not during meal service times.

Parents can create a secure account for their child through [www.mySchoolBucks.com](http://www.mySchoolBucks.com) or through the System/School websites by clicking on Department – then clicking on School Nutrition. Parents are encouraged to use the online meal payment system to keep up with their child's meal balance and to see if they are eating nutritious meals daily. If you do not wish to pay online, you may continue to send money or a check to the school at no charge.

### **Charge Policy for Vidalia High School Students**

The following rules apply to meal charges:

- No child will go hungry, but an alternative meal of a peanut butter or cheese sandwich, choice of fruits and vegetables, and milk will be given to any student with a negative balance of \$6.00 which equals three lunches. The student will be charged for the regular price meal.
- Parents are responsible for paying their charges with no exceptions. Students will be given charge slips and reminded they need money on their account on a weekly basis.
- Parents may contact the school cafeteria manager at which their child attends for a record of meal deposits, charges, and meal transactions at any time.
- If you have a question regarding the application and lunch status, please call IMMEDIATELY as charges add up daily if your child has not been identified free or reduced and we cannot go back and give you credit for charges prior to receiving the notice that your child's status is reduced or free later. If you must fill out an application, please do so as soon as possible and return it to avoid charges.
- Additional foods (ala carte items) for grades 2-12 may be purchased in most of the school cafeterias at lunchtime. All foods sold must be in compliance with USDA guidelines.
- Your child must have cash or a positive balance in your account to charge additional food items.

**Please be aware that parents are responsible for all charges accumulated in previous years regardless of the school they attended.** These charges follow the student from school to school and until graduation. If you have questions, please contact your child's school cafeteria manager **or** Denise Parson, School Foodservice Director, at 912-537-9738 or by email at [dparson@vidalia-city.k12.ga.us](mailto:dparson@vidalia-city.k12.ga.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.**

## Vidalia City Schools Special Programs`

**CHILD FIND** The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay, in order to provide free and appropriate Special Education services. Vidalia City School offers comprehensive special education services to eligible students ages three through 21 years of age. Parents of students, who suspect their child may have a disability, should contact the teacher, principal or the SST/RTI Specialist. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law. Public school services include screening in areas of suspected disabilities, such as vision, hearing, autism, motor skills, speech, language, and general development. Evaluations in the schools are provided for 26 several areas of suspected disabilities, including learning disabilities, speech and language development, orthopedic impairments, vision or hearing problems, intellectual disabilities, emotional behavior disorders, autism spectrum disorders, health impairments, traumatic brain injuries, and significant developmental delay. For more information concerning eligibility criteria and referral procedures, contact Katrina Black, Director of Student Services at (912) 537-3088, Ext. 211 or [kblack@vidalia-city.k12.ga.us](mailto:kblack@vidalia-city.k12.ga.us)

**HOSPITAL HOMEBOUND** Hospital Homebound (HHB) instruction is designed to provide continuity of educational services between the classroom and home or health care facility for students in Vidalia City Schools whose medical needs, either physical and psychiatric, do not allow school attendance for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in a Vidalia City School in order to receive HHB instruction. For additional information, contact the School Counselor at the local school for forms and information.

**SECTION 504 RIGHTS AND PROCEDURAL SAFEGUARDS** Notice of Rights of Students and Parents Under Section 504 Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact Katrina Black, Director of Student Services at (912) 537-3088, Ext. 211.

**GIFTED EDUCATION PROGRAM** According to definition, a gifted student is one "who demonstrates a high degree of intellectual and/or creative abilities, or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his/her abilities." Therefore, competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills and meta-cognitive skills are extended through gifted education programs beyond what is experienced in the regular classroom. The Vidalia City Schools' Gifted Education Program was developed under the standards and guidelines provided by the state of Georgia. For more information contact Katrina Black, Director of Student Services at (912) 537-3088, Ext. 211 or [kblack@vidalia-city.k12.ga.us](mailto:kblack@vidalia-city.k12.ga.us)

## **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**

PROCEDURES for students NOT meeting Local Promotion Requirements:

Promotion of a student shall be determined as follows:

(1) Students will be considered a retention candidate if they do not pass three of four core academic subjects of which two must be reading and math. In addition to passing the required number of courses, a student must show at least expected growth in one or more researched based assessments, including, but not limited to Dynamic Indicators of Basic Early Learning Skills (DIBELS), Measurement of Academic Progress (MAP), Scholastic Reading Inventory (SRI), iLearn, and Read 180 as deemed appropriate by administration in consideration of retention.

(2) Any student in grades six through eight who is absent greater than 90 percent of the current academic year in one or more classes will be considered a retention candidate. A student who has exceeded this number of days is considered at risk by the state in accordance with federal and/or state legislation.

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, absences, and teacher recommendations.
2. Develop an accelerated, differentiated, or additional instructional plan for each student who does not achieve grade 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: Georgia Milestones End of Grade Assessment and Georgia Milestones End of Course Assessment.

**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>Academic &amp; Electives</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 core academic (ELA/Math/Sci/SS) 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 core academic subject (ELA/Math/Sci/SS) 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, and tennis. 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 of six 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 or afterschool. 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.**

**Chess Team:** Students are selected based on skill level and knowledge of the game. Chess team participants will be limited to only 6<sup>th</sup> and 7<sup>th</sup> grade students during the 2018-2019 school term.

**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.

**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 core content 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/>

**FBLA:** J. R. Trippe FBLA (Future Business Leaders of America) is a nonprofit student organization committed to preparing today's students for success in business leadership. Georgia FBLA is the premiere organization for student leaders. FBLA is an important partner in the success of school-to-work programs, business education curriculums, and student leadership development. FBLA is recognized by the U.S. Departments of Education and Labor as an integral part of a co-curricular approach to business and leadership education.

#### **OUR MISSION**

The FBLA mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress.

**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 the beginning of the year folder 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 in the beginning of the year folder 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.

**ELECTRONIC MEDIA (Internet)**

Date Issued: 8/28/97

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**OVERVIEW**

The Vidalia Board of Education recognizes that Electronic Media such as the Network/Internet offer vast, diverse, and unique resources to both students and teachers that should promote educational excellence in our school.

The Internet will be available to teachers and students. Student access should be under teacher direction and monitored as any other classroom activity. The Vidalia City School District, however, cannot prevent the possibility that some users may access material that is not consistent with goals and policies of the school district since the Internet can be accessed outside of the school setting.

**USE OF ELECTRONIC MEDIA**

Internet access is available to students, teachers, and staff in the Vidalia City School District. All Internet users must sign the Internet Use Authorization Form. Student users must also have a parent or guardian sign the Parent or Guardian Authorization. The Internet Use Authorization forms are provided in Exhibit IFBGA.

**ACCEPTABLE USE**

Transmission of any material in violation of any U.S. or state regulation, or Vidalia City School District policy is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.

**PRIVILEGES**

The use of the network/internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Also, the network administrator may close an account at any time as required.

**NETWORK RULES**

The user is expected to abide by the generally accepted rules of network etiquette. These include (but not limited to) the following.

- a. Illegal activities are strictly prohibited.
- b. The use of profanity, vulgarities, or other inappropriate language is prohibited.
- c. The divulgence of personal information such as personal address or phone number is prohibited.
- d. Electronic mail (e-mail) and telecommunication are not to be utilized to share confidential information about students or other employees.
- e. Electronic mail (e-mail) is not private, and inappropriate or illegal messages will be reported to the authorities.
- f. Use of the network/internet in such a way that use of the network by others is

disrupted is prohibited.

g. All communications and information accessible via the network should be assumed to be subject to copyright law.

The Vidalia City School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Vidalia City School District will not be responsible for any damages the user suffers.

#### SECURITY

Users are never to use other individual accounts. Any user(s) identified as a security risk or having a history of problems with other computer system may be denied access to the network/internet through any Vidalia City School.

#### VANDALISM

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.

#### SOFTWARE LIBRARIES

No teacher, staff member, or student may install, upload, or download software without the express consent of the system administrator. Any software having the purpose of damaging other users' accounts or the District's networks (e.g. computer viruses are specifically prohibited).

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 these regulations by the user.

#### MONITORED USE

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 of educational or administrative purposes.

#### COPYRIGHTS

Copyrighted software or data may not be placed on any system connected to the Vidalia City Schools network without permission from the holder of the copyright. System users must respect and uphold copyright laws.

Descriptor Code: IFBGA

### 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>CLASSROOM</b>	<b>HALLWAY</b>	<b>CAFETERIA</b>	<b>RESTROOM/ Water</b>	<b>MEDIA CENTER</b>	<b>ASSEMBLY</b>	<b>COMMONS AREA</b>	<b>CAR LINE</b>	<b>BUS LOADING</b>
<b>POSITIVE</b> Do what you're supposed to do every time with a good attitude.	*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 *Raise hand/wait on permission to move around the lunchroom	*Leave all writing utensils in classroom	*Recommend favorite books/authors to others	*Support the purpose of the assembly	*Greet teachers with a smile *Walk	*Interact with peers and teachers in a positive manner	*Interact with peers and teachers in a positive manner
<b>RESPECTFUL</b> Treat yourself & others with respect.	*Honor personal space and property of others	*Stay to the right side of the hall *Honor personal space and property of others	*Eat your own food *Use appropriate voice level *Honor personal space and property of others	*Use level "0" voice *Use the restroom *Wash your hands *Wait turn	*Take care of books, equipment, etc.	*Use voice level appropriate for activity	*Use appropriate voice level *Keep hands and feet to self *Keep hands off of walls and ceilings	*Hands to self *Respect others' belongings	*Hands to self *Respect others' belongings
<b>INVOLVED</b> Be a part of what goes on in class, school events, and/or extra-curricular activities.	*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	*Clean up after yourself *Place trash in trashcan *Pull only 2 sheets of towels from the dispenser	*Follow book check-in/check-out procedures	*Use good listening skills *Face the front	*Look where you are walking and face forward *Stay to the right of oncoming traffic	*Look for your ride so you can be ready *Follow school expectations related to cell phone use.	*Look for your bus to arrive *Follow school expectations related to cell phone use.
<b>DEPENDABLE</b> Be trustworthy, honest, & loyal; take responsibility for your actions	*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	*Stay in appropriate place in food serving line *Once seated, stay in seat unless you have asked permission	*Have a pass *Respect privacy *Return promptly to class *Leave without playing	*Use computers/internet properly *Have a pass	*Be engaged *Remain in line going and coming *Keep hands to self	*Wait for the line to pass if you are moving in isolation *Have a pass	*Always wait for an adult before crossing the road *Stay seated until your name is called	*Report straight to your bus after school through your grade level hall (with the exception of rainy day procedures)
<b>EXCELLENCE</b> Excel and expect success for yourself & others through good habits.	*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 *Use kind words with peers	*Be a leader	*Return to class promptly	*Be a leader *Get others involved	*Be a leader *Model good transition skills for others	*Listen for your name and help others know when their name is being called	

**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.**

**“A” Category Rubric**

<b>“A” 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 and Electronic Cigarettes</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 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 to 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>Weapons Possession – Handgun</b> – possession of a firearm which has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. <b>Note:</b> This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.

<b>Rule 26</b>	<b>Weapons – Rifles/Shotgun</b> – the term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each singled pull of the trigger. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile or each single pull of the trigger.
<b>Rule 27</b>	<b>Serious Bodily Injury</b> – The term “serious bodily injury” means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement; or protracted loss of impairment of the function of a bodily member, organ, or mental faculty.
<b>Rule 28</b>	<b>Weapons/Other Firearms</b> – Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921 which includes any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas.
<b>Rule 29</b>	<b>Bullying</b> – A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system , computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student’s education, threatening the educational environment, or causing substantial physical harm or visible bodily harm.
<b>Rule 30</b>	<b>Other – Attendance Related (A)</b> – Failure to report to class, skipping class, leaving school without authorization
<b>Rule 32</b>	<b>Academic Dishonesty</b> – Receiving or providing unauthorized assistance on classroom projects, assignments, or exams. No student shall forge signatures of other parties nor alter information on any documents. In addition to an office referral, student will be required to retake or redo any assignment that was impacted by the academic dishonesty.
<b>Rule 33</b>	<b>Student Incivility</b> – Insubordination or disrespect to staff members or other students; includes but is not limited to refusal follow staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth. ( <i>Degree of severity determines classroom managed vs office discipline referral and can be found in both areas of the handbook</i> ) <b>Student Incivility A1:</b> <i>Blatant insubordination; profanity directed toward school staff</i> <b>Student Incivility A2:</b> <i>Issuing false reports on school staff</i>
<b>Rule 34</b>	<b>Other – Possession of Unapproved Items (A)</b> – The use or possession of any unauthorized item disruptive to the school environment. <i>Students cannot supply, possess, transmit and/or discharge any item that is disruptive or potentially dangerous. This includes but is not limited to possession of toy weapons, matches, lighters, fireworks, bullets, stink bombs, CO2 cartridges, pepper spray, etc...</i>
<b>Rule 35</b>	<b>Gangs</b> 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. B. Groups shall not gather for the intent of harming or bullying
<b>Rule 36</b>	<b>Repeated Offenses</b> – A collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.
<b>Rule 40</b>	<b>Other Non-disciplinary Incident</b> – Can only be used to report “physical restraint” with action “95”
<b>Rule 41</b>	<b>Physical Contact (A)</b> – Behaviors 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 42</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 43</b>	<b>Gambling</b> – Students will not gamble on school property or while attending an activity under school supervision. <i>Gambling includes playing cards, betting, matching, etc., for money, property, or recreational purposes. No cards of any kind are permitted on school grounds.</i>

<b>Rule 45</b>	<b>Vulgar Language, Obscene or Inappropriate Behavior, Inappropriate Touching</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>Rule 49</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 51</b>	<b>Refusal to Report (A)</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 52</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 54</b>	<b>Fire Alarm-Activating a Fire Alarm Under False Pretense</b> – No student shall activate a fire alarm under false pretense.
<b>Rule 55</b>	<b>Verbally Abusing Students (A)</b> (of a repetitive and/or aggressive nature): This includes, but is not limited to, verbal behaviors such as name calling, insulting remarks, or unwanted comments and jokes, gossiping, teasing, rumors, and unwanted notes.
<b>“A” CATEGORY CONSEQUENCE GUIDELINES</b>	
<u>1<sup>st</sup> REFERRAL:</u>	
Immediate office referral, up to ten days OSS, possible referral to tribunal, and contact proper authorities	

## “B” CATEGORY RUBRIC

<b>“B” CATEGORY BEHAVIORS</b>	
<b>The behaviors are handled by the teachers, teams, and administration</b>	
<b>Rule 30</b>	<b>Other – Attendance Related (B)</b> – Repeated or excessive unexcused absences or tardies; failure to comply with disciplinary sanctions.
<b>Rule 31</b>	<b>Dress Code</b> – Students will not violate dress code outlined on page 18 of the student handbook.
<b>Rule 33</b>	<b>Student Incivility</b> – Insubordination or disrespect to staff members or other students; includes but is not limited to refusal follow staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth. ( <i>Degree of severity determines classroom managed vs office discipline referral and can be found in both areas of the handbook</i> ) <b>Student Incivility B:</b> <i>General disrespect of failure to follow instructions; Refusing to carry out reasonable instructions of faculty or staff members; Failure to identify themselves upon request; Reporting to class without appropriate materials; Placing head on desk and/or sleeping in class</i>
<b>Rule 34</b>	<b>Other – Possession of Unapproved Items (B)</b> – The use or possession of any unauthorized item disruptive to the school environment. <i>Students cannot supply, possess, transmit and/or discharge any item that is disruptive or potentially dangerous. This includes but is not limited to possession of toys, gadgets, personal items, etc...(this section has been extended by JR Trippe Middle School to include fidget spinners as well as slime/putty unless the student has a need documented by an IEP or 504).</i> <b>Electronic Equipment/Cell Phones/Internet Usage:</b> A. <i>Electronic devices, including Cell Phones/Smart Watches are not to be seen, used, or heard on campus or during any school activity from 7:20 am until 3:40 pm. In addition to the consequence assigned on the behavior continuum, consequences for violation of this policy includes:</i> <i>1<sup>st</sup> Offense: Confiscate device; Parent pick up at the end of the day</i> <i>2<sup>nd</sup> Offense: Confiscate device; Parent pick up the next school day</i> <i>3<sup>rd</sup> Offense: Confiscate device; Parent pick up the next school day; Office Discipline Referral</i> <i>***Refusal to turn over cell phone to staff upon request will result in an Office Discipline Referral for Student Incivility B.</i> B. <i>Ear buds/Headphones cannot be worn in the school building unless it is part of instructional delivery.</i> C. <i>Internet Usage: No student shall visit any inappropriate, unauthorized web site while on school property. This includes, but is not limited to, pornographic sites, chat rooms, and unsupervised email checks. In appropriate sites will be determined by the teacher, media specialist, and/or administrators.</i> <i>1<sup>st</sup> Offense: Parent Contact; 5 days of after school detention; Loss of internet privileges for one month from date of incident</i> <i>2<sup>nd</sup> Offense: Parent Contact; Office Discipline Referral; Loss of internet privileges for the remainder of the school year</i> <i>3<sup>rd</sup> Offense: Parent Contact; Office Discipline Referral; Loss of internet privileges for the remainder of time as student at J.R. Trippe Middle School</i>
<b>Rule 41</b>	<b>Physical Contact (B)</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 44</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.
<b>Rule 46</b>	<b>Public Display of Affection or Inappropriate Touching</b> – Students shall not engage in inappropriate physical display of affection or touching on school property or at school activities.
<b>Rule 47</b>	<b>Hall Passes/Restricted Areas</b> – A student must have a hall pass whenever he/she leaves 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 restricted areas deemed by administration. Students are not allowed to get permission to go to one area of the school and then visit another area without permission.

<b>Rule 48</b>	<b>Food, Drinks, Gum</b> – No student shall have food or drinks in the classroom or hallway outside of the designated times. Water is allowed during all times of the day but ONLY in a clear, plastic water bottle (the type in which the water was actually purchased; no thermos or color tinted containers). No food or drinks served by the cafeteria shall be taken from the cafeteria unless it is a package that has not been opened. This package shall not be opened outside of designated times for food and drink. No gum or sunflower seeds are allowed at any time.
<b>Rule 50</b>	<b>Lunchroom Conduct</b> – Lunches purchased at school will be eaten in the school lunchroom or designated areas; Inappropriate behavior in the lunchroom will not be tolerated; Loudness, breaking in line, horseplay, etc.); Loud talking and loud laughing in the lunchroom will not be tolerated; Food cannot be thrown, scattered, or played with in any form or fashion.
<b>Rule 51</b>	<b>Refusal to Report (B)</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 53</b>	<b>Bus Conduct Referral</b> – Code of conduct for bus transportation must be followed as outline in the appropriate section of the student handbook.
<b>Rule 55</b>	<b>Verbally Abusing Students/Isolated Verbal Remarks to Peers (B)</b> (Isolated meaning not falling under criteria of repeated or bullying): This includes, but is not limited to, verbal behaviors such as name calling, insulting remarks, or unwanted comments and jokes, gossiping, teaching, rumors, and unwanted notes.

\*\*Each teacher will progress through the flow chart in his/her own classroom. Due to the fact that students are learning the expectations first semester, teachers will follow a six-step flow chart. Teachers will convert to a four-step flow chart 2<sup>nd</sup> semester. Both flowcharts are reflected below.

<b>“B” CONSEQUENCE GUIDELINES – 1<sup>st</sup> Semester</b>		
1 <sup>st</sup> Incident: Verbal Redirection: State expectations of the behavior in the format of “what I currently see happening is... what I need to see is...”	2 <sup>nd</sup> Incident: Student/Teacher Conference: Objective of the 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 <sup>rd</sup> Incident: Teacher Choice Options include, but are not limited to, Recess Detention, Lunch Detention (with teacher); Lunch –n-Learn; After-School Detention; Reflection Sheet/Assignment
4 <sup>th</sup> Incident: Parent Contact and Teacher Choice Options include, but are not limited to, Recess Detention, Lunch Detention (with teacher); Lunch –n-Learn; After-School Detention; Reflection Sheet/Assignment	5 <sup>th</sup> Incident Teacher Choice Options include, but are not limited to, Recess Detention, Lunch Detention (with teacher); Lunch –n-Learn; After-School Detention; Reflection Sheet/Assignment	6 <sup>th</sup> Incident Office Referral Options include, but are not limited to, Saturday School, ISS, OSS, Tribunal and Contact Proper Authorities
<b>“B” CONSEQUENCE GUIDELINES – 2<sup>nd</sup> Semester</b>		
1 <sup>st</sup> Incident: Student/Teacher Conference: Objective of the 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	2 <sup>nd</sup> Incident: Teacher Choice Options include, but are not limited to, Recess Detention, Lunch Detention (with teacher); Lunch –n-Learn; After-School Detention; Reflection Sheet/Assignment	3 <sup>rd</sup> Incident: Parent Contact and Teacher Choice Options include, but are not limited to, Recess Detention, Lunch Detention (with teacher); Lunch –n-Learn; After-School Detention; Reflection Sheet/Assignment
4 <sup>th</sup> Incident Office Referral Options include, but are not limited to, Saturday School, ISS, OSS, Tribunal and Contact Proper Authorities		

### **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 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 after school 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 an assigned consequence will be assigned an additional consequence.

### **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 3:30.

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.

### **SATURDAY SCHOOL DETENTION**

Saturday School detention (9:00 am to 11:00pm) is held on designated Saturdays. Students are expected to be on time. Late arrivals (anyone reporting after 9:05) will not be admitted and will result in being assigned the next step of the consequence continuum. Poor behavior and failure to participate will result in being assigned the next step of the consequence continuum. This time will be used as an opportunity for re-teaching behavior, teaching character education, and completion of community service projects at the school.



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

An in-school suspension program exists at J.R. Trippe Middle 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.

## **FEDERAL PROGRAMS**

### **Title I, Part A:**

Title I is a part of the new ESSA (Every Student Succeeds Act) that came into effect July 1, 2017. It provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with a certain percentage of children of poverty to ensure all children have the means to meet rigor in State academic content and student academic achievement standards.

### **Title I, Part C:**

The Migrant Education Program (MEP) is a federally funded program designed to support comprehensive educational programs for migrant children to help reduce the educational disruption and other problems that result from repeated moves. Vidalia City Schools is part of a consortium.

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### **Title 1, Part D**

The purpose of Title 1, Part D is to improve educational services for children and youth in local and State institutions for neglected or delinquent children and youth to insure these children have the same opportunities to be successful in meeting the state academic achievement as all other students.

### **Title V, Part B:**

The Rural Education Achievement Program (REAP) is designed to assist rural school districts in using federal resources effectively to improve the quality of instruction and student academic achievement.

### **Title X, Part C**

The McKinney-Vento Education for Homeless Children and Youth program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

### **Family & Community Engagement Program**

This program ensures the six structures of Family & Community engagement (Welcoming All, Communicating Effectively, Supporting Student Success, Empowering Families, Sharing Leadership and Collaborating with the Community) are in place to develop quality links between school professionals and the parents and community we serve.

### **21<sup>st</sup> Century Community Learning Centers**

The purpose of this after school program is to establish or expand community learning centers that operate during out-of-school hours and meet three goals: Provide academic enrichment, offer other services to enrich the regular academic program; and provide parents of the 21<sup>st</sup> CCLC students opportunities for literacy and related educational development.

**Wellness Policy**

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program act and has been strengthened by the Healthy, Hungry-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy for students and staff within its district.

**EQUAL EDUCATION 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>