

**2016-17 Student Information**

PARENTS: Please complete both sides and return to your child's homeroom teacher.

Student's Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Birthdate: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address, if different (P. O. Box, etc.): \_\_\_\_\_

Do you live within city limits of Vidalia?  Yes  No

If NO, in what county do you reside? \_\_\_\_\_

**Please furnish information on Parents/Guardians:**

***\*PLEASE PRINT CLEARLY\****

| Father's Information         | Mother's Information         |
|------------------------------|------------------------------|
| Name: _____                  | Name: _____                  |
| Parent E-Mail Address: _____ |                              |
| Work Place: _____            | Work Place: _____            |
| Work Phone: _____ Ext. _____ | Work Phone: _____ Ext. _____ |
| Cell Phone: _____            | Cell Phone: _____            |
| Home: _____                  | Home: _____                  |
| Any other number: _____      | Any other number: _____      |

**\*\*Are you or your spouse and/or legal guardian of student listed above an active member of the military? Yes No**

**Who is the custodial Parent(s)? (Circle One)**

Father    Mother    Both Parents    **\*\*Other (Proof of guardianship required)**

**\*\*If other, list full name and relationship:** \_\_\_\_\_

**If an emergency arises and neither parent is available, who can we contact for your child?**

Include home, work, cell numbers for all emergency contacts. LIST SOMEONE OTHER THAN PARENT!

**Emergency Contact #1** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Emergency Contact #2** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Emergency Contact #3** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

*\*Note: Anyone not listed **will not be allowed to pick up child** unless a note or phone call is made.*

**PLEASE NOTIFY THE SCHOOL OFFICE IF CHANGES OCCUR IN HOME OR WORK PHONE NUMBERS, ADDRESSES, OR EMERGENCY CONTACT INFORMATION.**

## Parent/Guardian Signature Page

Please read this Handbook carefully for important information. By providing your signature you are agreeing to information found on the following pages.

|         |                                                                  |
|---------|------------------------------------------------------------------|
| Page 1  | Student Information Sheet                                        |
| Page 19 | Staff Qualifications/Right to Know                               |
| Page 24 | Field Trip Permission                                            |
| Page 24 | Photo & Project Release                                          |
| Page 24 | Vision and Hearing Permission for Response to Intervention (RTI) |
| Page 25 | Internet Policy Agreement                                        |
| Page 27 | Corporal Punishment                                              |

Please sign below after you have read each item and placed checks to indicate your preferences.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Student Information Sheet</b></p> <p><input type="checkbox"/> I have read, completed and returned the Student Information Sheet on Page 1 to my child's homeroom teacher.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Student Handbook</b></p> <p><input type="checkbox"/> I have received, read, and understood the contents of this student/parent handbook.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Staff Qualifications/ Parents Right to Know</b></p> <p><input type="checkbox"/> I have read and understand my right to know about Staff Qualifications.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Vision and Hearing Screening Permission for Response to Intervention (RTI)</b></p> <p><input type="checkbox"/> I give permission for screening of my child's vision and hearing.</p> <p><input type="checkbox"/> I DO NOT give permission for screening of my child's vision and hearing for the same as above.</p> <p><i>Note: Parents are informed if their child is referred for Tier Two and beyond of RTI.</i></p>                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Field Trip Permission</b></p> <p><input type="checkbox"/> Yes, my child may attend field trips during this school term.</p> <p><input type="checkbox"/> No, my child may NOT attend field trips during this school term.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Internet Policy &amp; Photo / Project Permission Release</b></p> <p><input type="checkbox"/> I give permission for my child to use Vidalia City School's network with teacher guidance to access <u>internet</u> based educational sites.</p> <p><input type="checkbox"/> I DO NOT give permission for my child to use Vidalia City School's network to access <u>internet</u> based sites.</p> <p>-----</p> <p><input type="checkbox"/> I give permission for my child's <u>photo</u> and/or <u>project</u>, with first name and last initial, to be used on the school website to promote school news and achievements.</p> <p><input type="checkbox"/> I DO NOT give permission for my child's <u>photo</u> and/or <u>project</u>, to be used on the school website to promote school news and achievements.</p> |
| <p><b>Home Language Survey</b></p> <p><input type="checkbox"/> I have received, completed and returned the Home Language Survey found in my child's first day packet.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Corporal Punishment</b></p> <p><input type="checkbox"/> Yes, I give permission for my child to receive Corporal Punishment. (Paddling)</p> <p><input type="checkbox"/> No, I DO NOT give permission for my child to receive Corporal Punishment and I understand that I may be called to pick them up.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

By providing signatures, you and your child are agreeing to the information as selected above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

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# Sally D. Meadows Elementary

## 2016/20176 School Calendar

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

# Sally D. Meadows Elementary School

## MOTTO

**Bravely Preparing for Our Future**

## MISSION

The mission of Sally D. Meadows Elementary is to prepare all students to be college and career ready.

## VISION

Our children will become productive leaders in a global society.

*We will guide students toward excellence* through

- a sequenced / organized curriculum of essential content which is monitored and evaluated;
- research-based instruction that supports the achievement of all students;
- a variety of assessments that produce data used to plan for continuous improvement;
- collaborative planning for instruction guided by school improvement efforts;
- a school culture that focuses on academics within a safe, productive learning environment that fosters a sense of community;
- a seamless connection between school and community;
- professional learning, involving staff and families, focused on fostering equity and high expectations for all students based on performance data;
- distributed school leadership focused on student learning and a supportive learning environment for staff; resulting in students who strive to meet or exceed standards necessary to become productive, responsible community members.

## SCHOOL MASCOT

Indian Brave

## **VIDALIA CITY SCHOOLS**

**Vision: Our Children will become productive leaders in a global society.**

*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://meadows.ga.vce.schoolinsites.com>



<https://www.facebook.com/pages/Sally-D-Meadows-Elementary/485631441521272>

**Sally Dailey Meadows Elementary School**  
**2016-2017**  
**Message from the Principal...**

It is both an honor and privilege for us to work with you and your child this year. We are blessed to have a hard working staff dedicated to providing the best education for your child. Our staff is highly qualified and works hard to see that our students develop the foundational skills necessary for success at the next level. Our teachers use researched-based pedagogy as well as state of the art technology to ensure our students are prepared.


As stakeholders, we hold the belief that every student should be challenged and held accountable for performing up to his/her potential. Active support and involvement from parents and community is essential to the success of our school and system. As a school of 800 students, we encourage you to find a way to become involved in your child's education. Parent conferences, PTO, academic and behavioral celebrations, field trips, and other activities are just a few ways you can participate here at Sally D. Meadows. We encourage and look forward to seeing you!

Meadows Elementary is known as a child-centered learning environment where instructional time is valued and protected. We work hard to create a positive culture where learning and is a top priority. We provide a strong foundation in the core subject areas as well as opportunities to become well-rounded with electives in music, physical education, and computer-based instruction. We also have various competitive activities throughout the year to recognize and develop students' individual interests and talents.

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 if this occurs. We strongly advise the use of this handbook by students and parents throughout the year. **Your child is required to have this handbook in classes daily.** It is an excellent tool to develop student responsibility for recording homework and affords you a daily means of communication with your child's teachers.

We are excited about this year and the accomplishments our students will make as we partner with you to achieve excellence!

With kindest regards,



Sean Sasser, Principal

## **GENERAL INFORMATION / PROCEDURES**

### **START TIME**

School begins **PROMPTLY** at **7:40 a.m.** The tardy bell rings at **7:45 a.m.** Students will be supervised beginning at 7:20 a.m.

### **TARDIES**

Students are expected to report to school on time at 7:40 a.m. A student is considered tardy if he/she is not in the classroom when the tardy bell rings at 7:45 a.m. **\*\*IF TARDY FOR ANY REASON, THE PARENT MUST ACCOMPANY THE STUDENT TO THE OFFICE TO SIGN IN THE STUDENT.** Students arriving to school late because of doctor/dentist appointments, should furnish a doctor/dentist excuse to the office upon arrival at school. Failure to turn in an excuse within 3 days of the tardy will result in an unexcused tardy. **Excessive tardies will result in disciplinary action.**

### **DISMISSAL**

Dismissal spans from 2:45 to 3:10 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 WITHIN TEN MINUTES OF CARRIDER DISMISSAL TIME WILL BE ESCORTED TO THE AFTER SCHOOL PROGRAM. PARENTS WILL BE RESPONSIBLE FOR PAYMENT TO THE AFTER SCHOOL PROGRAM.** The After School Program is located in the portable building behind the school's Physical Education building.

### **TRANSPORTATION HOME CHANGES:**

Parents must inform students before school IF changes are to occur daily in the way they normally get home. A written note should be sent to the teacher of this change on the day of the change. **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 Department of Transportation at 537-0162.

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

### **TELEPHONE USE**

Students may use the phone in the office during the school day for school-related concerns with a note from the teacher or by permission from another school official. A school official will place or monitor the student making the call. **Cell phones are not allowed in the possession of students.**

### **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 PTO 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**

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

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

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, games, (including footballs, baseballs and similar equipment)
- Rubber band bracelets
- Trading cards, playing cards of any type
- Electronic equipment (laser equipment, beeping watches, cell phones, 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.

### **CLASSROOM RULES / PROCEDURES**

1. Follow the rules and directions of the teacher.
2. Be in your seat when class begins.
3. If you have been absent, request the makeup work the day you return to keep from getting behind in your work.
4. Always have necessary books and materials ready to begin work.
5. Help maintain a neat and clean classroom at all times.

### **HALLWAY RULES**

Observe the quiet zone by walking in halls in an orderly manner at all times and follow the direction of the teacher. Failure to do so could result in a referral.

### **PLAYGROUND RULES**

Students are expected to exhibit good sportsmanship at all times. Students are to use recreational equipment in the manner in which it is prescribed. Unsportsmanlike conduct could result in loss of recreational equipment and / or playground privileges. Students should remain in assigned areas and are to follow the directions of the playground supervisor. Students who are disorderly on the playground are subject to disciplinary measures.

### **LUNCHROOM RULES / PROCEDURES**

The rules in cafeteria are listed below. Refer to the Vidalia City Schools' Code of Discipline located in this handbook for consequences.

1. Talk quietly only to those next to you and at your table.
2. Raise your hand and ask permission to leave your seat.
3. Eat your food. Leave anything left over on your tray. State law does not allow students to trade food.
4. Keep the walking space between tables clear by keeping your feet and other items under the table.
5. Only bring lunch items with you to the cafeteria. Leave books, paper, pencils, etc. in the classroom.

### **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. We are not responsible for those dropped off before 7:20. Afternoon pickup for students begins at 2:40 pm. **FOR SAFETY PURPOSES, PLEASE DROP YOUR CHILD OFF IN**



**THE DESIGNATED AREAS ONLY.** Please do not park in front of school during morning drop off to let your child out unless you are coming in for visit.

### **SCHOOL BUS CONDUCT RULES / PROCEDURES**

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

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

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

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

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

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

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

1. A "no talking rule" will be enforced on the bus if talking becomes a distraction to the driver.
2. Bus driver may assign seats.
3. Be courteous.
4. No profanity.
5. Do not eat, drink or chew gum on the bus. No glass containers allowed on the bus.
6. Keep the bus clean.
7. Violence, in any manner, is prohibited.
8. Students will remain seated, facing the front, with feet on the floor and will keep the aisle clear at all times.
9. No smoking or applying perfume or cologne while on the bus.
10. Keep your hands and head inside the bus.
11. Do not destroy property. All pencils, pens, markers, or any sharp objects shall be kept in student's book bag.
12. For your own safety, do not distract the driver through misbehavior.
13. Always cross the road in FRONT of the bus and follow all traffic rules.
14. The driver WILL NOT let you off at any stop other than your home residence.
15. Students are expected to be in line at the bus stop when the bus arrives & go directly home upon exiting the bus.
16. Bus referrals may be suspended during standardized testing. Consequences for those referrals will be assigned following the testing.
17. Students who refuse to provide their correct name and address will be suspended for no less than 20 days. A 2<sup>nd</sup> offense will result in suspension from the bus for the remainder of the school year.
18. Students caught throwing objects on the bus will be suspended for the remainder of the school year. The length of the suspension will be no less than 4 months.
19. Students abusing (verbally / physically) the driver will be suspended for the remainder of the school year and based on severity of student's actions, they may lose all future riding privileges.
20. Students caught damaging school property will be held responsible for the cost of the repair and will be suspended for the remainder of the school year. The length of suspension will be no less than 4 months.
21. If the school year ends before a bus suspension is complete, the suspension will carry over into the next school year.
22. Misbehavior on campus while waiting for the bus can result in bus suspension.

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

**Sally D. Meadows Elementary  
Dress Code  
2016-2017**

**Administration has the final decision regarding clothing that may be deemed inappropriate or a safety concern. Students will follow the dress code as outlined below.**

- Clothing may be solid-colored, all over prints, plaid, stripes or polka dots, including camouflage or combination thereof.
- Graphic t-shirts may be worn but must be free of inappropriate language, messages, or pictures. Printed t-shirts will be permitted if they represent the school or school system in some manner. Collegiate/Professional ball team t-shirts will be allowed.
- 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 and is inappropriate or distracting to the school environment will not be allowed.
- No clothing may draw attention to anatomical (body) parts.
- Proper undergarments must be worn at all times and must not be visible.
- Clothing must be worn on the right side, be free of holes, tears, or decorative items including, but not limited to, inappropriate writing, safety pins, buttons, patches, large amounts of appliqué.
- All clothing should cover the body and must be appropriately sized. Clothing must not be too small or too large.
- All pants must be worn at waist level and must fit the waist. Pants must not drag the floor.
- No excessive cologne, perfume, or body mist should be used and none of these items can be brought to school.
- Students are not allowed to wear a combination of attire, jewelry, hairstyle or cosmetics that results in a distracting appearance.
- No tank tops or spaghetti straps will be allowed. Sleeveless shirts are permitted as long as they cover the shoulder.
- Solid colored or print jeans and pants are permitted. Athletic pants are allowed if the fit is appropriate. Pajamas styled pants are not allowed. Pant legs may not be banded in any fashion. No writing on pants will be allowed. Tutus are not permitted.
- Shorts are allowed but must be at least finger-tip in length when the student's shoulders are relaxed.
- Logos and/or stitching on pants or jeans may not extend beyond the back pocket.
- Skirts or dresses must be at the knee or longer.
- All outer wear is allowed as long as they fit properly, do not contain vulgarity, or does not promote any other school system.
- No hats/caps are allowed except on special days.
- Shoes are required and must be worn as designed with laces, buckles, or Velcro fastened. No flip-flops, cleats, heeled skate shoes, bedroom shoes, or shoes with heels are allowed. Sandals with a back are permitted. Athletic shoes must be worn on P.E. days.
- Any jewelry should be age appropriate. No hoop or dangling earrings are permitted. Only piercing of the ears is permitted.
- Hair should be a natural color, unless there is special school event.

**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 and scoring of MAPS Reading and Math Assessments. 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 Meadows Elementary. The student's academic, attendance, and discipline records must also be in good standing. Said student may apply for readmission as a non-resident for the following school term.

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

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

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

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

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

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

### **SPECIAL NEEDS STUDENTS**

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

### **TUITION FOR NON-RESIDENT STUDENT**

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

### **TAX CREDIT FOR NON-RESIDENT TUITION**

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

responsibility of the applicant to secure and present a "PAID" city ad valorem tax receipt at the time of tuition payment.

#### **DENIAL FOR NON-RESIDENT TUITION**

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

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

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

#### **TRANSPORTATION FOR NON-RESIDENT STUDENTS**

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

#### **STUDENT RECORDS**

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

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

#### **VISITORS**

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

#### **CARE OF TEXTBOOKS/SCHOOL PROPERTY**

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

#### **SCHOOL INSURANCE**

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

#### **FEES**

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

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

## ATTENDANCE

### SCHOOL ATTENDANCE PROCEDURES

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

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

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

### ABSENCES

Regular attendance at school is critical to student progress. A student who reaches 5 absences (class and/or days) is considered to be at-risk in accordance with federal legislation (NCLB). 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 with out 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.**

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### **ELECTRONIC MEDIA**

The Internet is available to all teachers and all students for teacher-directed instructional purposes. Student access will be under teacher direction and monitored as any other classroom activity. All staff Internet users must sign the Internet Use Authorization Form. Student users must also have a parent or guardian sign the Parent or Guardian Authorization. This form is included in the enrollment packet.

The use of the network/internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.



## LUNCHROOM PROGRAM

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

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

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

- A. All lunches purchased or brought to school will be eaten in the lunchroom or designated areas.
- B. No exchanging of food / drink items is allowed per state law.
- C. One ice cream per student/per day may be purchased by those eating lunch. Ice cream sticks/paper need to be disposed of properly. Ice cream cannot be charged.
- D. Appropriate behavior and good manners in the lunchroom are expected. Inside voices should be used.
- E. Students are encouraged to drink milk. If students have allergies, a doctor's note must be provided. At no time should students bring drinks into the cafeteria in glass containers.
- F. **CATERED FOODS:** Students are prohibited from bringing catered/fast food into the cafeteria or having it delivered on the school campus without prior approval of the principal. Sack lunches should be brought from home if a student chooses not to participate in the School Nutrition Program. **Per BOE policy, sack lunches should in no way promote restaurants or fast food establishments through the use of wrappers, cups, bags etc.** The principal at each school will designate acceptable containers or drinks brought from home. No glass container may be brought in with lunches. Additionally, no canned beverages are allowed. Violations of this policy will be referred to the school administration.

### Breakfast & Lunch Prices

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

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

**Great news!! All enrolled students (PreK – 8<sup>th</sup> grade) of  
J.D. Dickerson Primary, Sally D. Meadows, and J.R. Trippe**

are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2016-2017 school year. No further action is required of you except to make sure your child(ren) participate in the program. Meals are completely free and you don't need to fill out an application if your children attend JDD Primary, SDM Elementary or J.R. Trippe Middle School!!

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

**Parents at all schools are still responsible for any charges made in previous years.** Please contact your school manager or Denise Parson, School Foodservice Director at 912-537-9738 or

[dparson@vidalia-city.k12.ga.us](mailto:dparson@vidalia-city.k12.ga.us). Your child will be presented with a charge letter each week until balance is paid off.

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

#### **BREAKFAST**

A breakfast program is provided at school from 7:20-7:47 a.m. No breakfasts will be served after 7:47 a.m. This allows the student time to eat and go to their classrooms before the tardy bell.

#### **RETURNED CHECKS**

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

#### **Vidalia City Schools Nutrition Program Offers Online Meal Payment System for Ala Carte Purchases**

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

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

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

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

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

## **COUNSELING / INSTRUCTIONAL SERVICES**

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

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

Meadows Elementary 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 progress monitor 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 counselor. All data, to this point, is reviewed and parents are invited to the SST meeting to discuss the next step in the educational planning for the child. **Prior to referral to Tier 2 or beyond, a VISION/HEARING SCREENING must be conducted (see parent guardian signature page).** Further evaluation may be necessary and parental permission is requested before any further testing is begun. Testing, at this point, is conducted under the supervision of the Director of Special Education. **Please note that parents are informed if their child is referred at Tier Two and beyond.**

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

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

## **STAFF / TEACHER INFORMATION**

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

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

### **PARENT-TEACHER COMMUNICATION**

Parents may request a conference with their child's teacher by emailing, writing a note to the teacher or calling the school to make an appointment. Teachers will contact parents to schedule a minimum of two parent-teacher conferences each year. **FOLDERS WILL BE SENT HOME WEEKLY** with weekly papers, school communications, menus, etc. Please check with your child each week for this important folder. Please sign it and have your child return it the following day. Please review your child's handbook/planner nightly for daily communication and homework expectations.

### **PARENT-TEACHER ORGANIZATION (PTO)**

The Sally D. Meadows Elementary PTO is an integral part of the total school program. The PTO is an organized body of parents, teachers, and staff working together to provide a common bond that strengthens home and school. Various activities are initiated which allow for positive interaction among parents, students, staff and community. We urge all parents and staff to become involved by participating in established meetings and special school functions that support our children. Please support this worthwhile organization by becoming an active member.

### **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**

### **PROMOTION TO THE NEXT GRADE LEVEL**

All students' grades 1-5 will be considered a retention candidate if they do not pass three of four major subjects of which two must be Reading and Math. In addition to passing the required number of courses, a student must show 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) and I Excel (IXL) as deemed appropriate by administration in consideration of retention.

Any student who accumulates 5 or more absences for the school year will be considered a retention candidate. Any student who accumulates 5 or more absences (excused or unexcused) for the school year is considered at risk in accordance with federal legislation and will be strong candidate for retention.

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 of the Criterion-Referenced Assessments and the other criteria established in this policy.

## **STANDARDIZED STATE TESTING PROGRAM**

State tests results are used in determining student eligibility for placement in remedial programs and for curriculum planning. Also, eligibility for summer school, if available, is determined by test scores and the summer school curriculum is specifically designed to address specific areas of need for students as identified on these tests.

Tests which are administered to various grade levels include: ITBS, Milestones and Georgia Writing Assessment. You will receive more detailed information concerning these tests at a later date.

## **REPORT CARDS**

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

## **GRADE SCALE**

### **COURSES**

| <b>Academic &amp; Electives</b> | <b>CONDUCT</b>        |
|---------------------------------|-----------------------|
| A = 90 - 100                    | E = Excellent         |
| B = 80 - 89                     | S = Satisfactory      |
| C = 70 - 79                     | N = Needs Improvement |
| F = Below 70                    | U = Unsatisfactory    |

**If a student has ISS or OSS for behavior, the student will receive an N or U in conduct. If the student receives ISS for excessive tardies, a conduct grade no higher than an S will be received.**

## **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.

### **ACADEMIC AWARDS by SUBJECT AREA (HIGHEST AVERAGE)**

Timeframe / Award: End of year / certificate/classroom

Criteria: Highest yearly average per class in Language Arts, Math, Science, and Social Studies.

### **PRINCIPAL'S AWARD**

This is the *highest recognition* that can be received at Sally D. Meadows Elementary.

Timeframe / Award: End of year / prestigious certificate/Awards Day

- Criteria:
- (1) 90 or above in every subject for all grading periods;
  - (2) E in conduct across the entire report card.
  - (3) If any infraction results in ISS or OSS, student is eliminated from receiving award.
  - (4) No more than 10 absences (excused or unexcused).

### **PERFECT ATTENDANCE AWARDS**

Timeframe / Award: End of year / certificate/Award's Day

- Criteria:
- (1) In attendance every day;
  - (2) No tardies or early sign-outs for the year.

### **EXCELLENT CONDUCT AWARDS**

Timeframe / Award: End of year / certificate/Awards Day

Criteria for *Excellent* Conduct Award: Conduct grades of E across the report card.

### **MOST IMPROVED AWARDS**

Timeframe / Award: End of year / certificate/classroom

Criteria: Most improved student(s) from each class in academics or conduct.

### **PE FITNESS AWARD (IRON MAN/IRON WOMAN)**

Timeframe / Award: End of year / certificate/classroom

Criteria: Top ranked boy and girl from each team on skills of speed and agility. (Conducted during PE)

### **HONOR ROLL**

Timeframe / Award: Each semester grading period / certificate/homeroom

Criteria: 90 or above average of all academic subjects **combined**.

### **PRIDE STUDENTS**

Timeframe / Award: Recognized every 9 weeks/certificate

Criteria: (1) Demonstration of leadership and/or citizenship; and PRIDE values.

(2) Improvement in academics, conduct, or socialization.

### **PRINCIPAL'S ART AWARD**

This award is bestowed upon one 5<sup>th</sup> grade student. The drawing will be framed and hung in the school office.

Timeframe / Award: End of year / plaque/Awards Day

Criteria: 5<sup>th</sup> grade student

### **YEARBOOK ART CONTEST**

The Yearbook front cover award is bestowed upon one 5<sup>th</sup> grade student for talent in artistic creativity. In addition art from other grades will be used for the back cover. The drawing will be used as the cover of the SDM yearbook.

Timeframe / Award: End of year / plaque/Awards Day

Criteria: 5<sup>th</sup> grade student

### **YOUNG GEORGIA AUTHOR (Class and Grade level awards)**

Timeframe / Award: End of year / certificate and / or trophy/classroom/grade level-Awards Day

Criteria: A class winner from each Language Arts class as well as a grade level winner is awarded based on the state criteria for the Georgia Writing Competition.

### **SPELLING BEE (School level award)**

Timeframe: The school and system spelling bees are held each year in late January, early February. The top three students for each bee will receive a certificate and/or trophy at awards day.

Criteria: Students from grades 4 and 5 (the top twenty scores from a mock class spelling test will determine eligibility) compete at the school spelling bee to determine who will move on to compete at the system spelling bee. At system level, grades 4-8 compete. The participants of this bee consist of the top 6 from SDM and the top 6 from JRT. The winner of the system bee will move on to the district level.

### **MEADOWS MUSICIAN (Team winners and School winner)**

Students compete before a panel of judges. A winner from grades 3-5 will receive this award for artistic talent.

Timeframe / Award: End of year / Certificate/participant-class/Awards Day

### **BRAG "Bright Readers Achieving Goals"**

Timeframe / Award for celebrations: End of each semester / celebration attendance

Criteria for attendance at celebrations:

- Report card grades from semester column in Language Arts, Reading and Writing must meet:
  - (1) Grade of 85 or higher
  - (2) E in conduct

### **ACCELERATED READER TOP POINT WINNER (Class, Grade, and Schoolwide)**

Timeframe / Award: End of year / certificate / classroom

Criteria for AR: Top points for each class with 85% or higher AR test average (certificate)

### **ACE CLUB CELEBRATIONS -A CELEBRATION OF EXCELLENCE**

Criteria for participation at each semester in Math, Science and Social Studies:

- (1) At least 2 A's & 1 B.
- (2) E in conduct.

### **PRIDE BLAST**

Criteria for participation at each semester

- 1) Students must exhibit good behavior in all locations on campus, from arrival to final departure.
- 2) E in conduct.

## **OTHER ACTIVITIES / OPPORTUNITIES**

### **ATHLETIC FIELD DAY**

Field day is scheduled during the spring each year. It is a day set aside for friendly, fun, outside competition. Students may buy T-shirts designed for their grade and wear them on field day. Field Day t-shirts cannot be altered or written on before field day. If shirts are altered in any way before field day, they will not be allowed to be worn on field day. Parents and community members are invited to come view the games. Lunch is offered to both students and parents. Everyone is a winner and ribbons are presented for participants in each event. Awards are presented to students from the class from each grade who wins the tug-of-war event. Field Day is a privilege and students who repeatedly display inappropriate conduct at school may be eliminated from participating at any point during the year.

### **NON-ENROLLED STUDENT ATTENDANCE AT SCHOOL FUNCTIONS**

Students not enrolled at the school are not permitted to attend school activities without prior permission from the administration regardless of age. Students enrolled in the Alternative School are not permitted to attend functions on the grounds of any school in the Vidalia City School system.

### **FIELD TRIPS**

Instructional field trips are provided and are purposefully planned to enhance the curriculum. The parental permission form, located on signature permission page, must be signed in order for a student to attend. Field Trips are considered a privilege and students who repeatedly display inappropriate conduct at school may be eliminated from participation in scheduled field trips. Due to safety concerns, students who earn multiple disciplinary infractions may not attend. Each grade level will notify parents and students of the attendance criteria.

### **PASTRIES FOR PARENTS/GRANDPARENTS**

During the school year Parents and/or Grandparents are invited to come and have breakfast with their child/grandchild. Notices will be sent home with dates included.

## **Vidalia City Schools**

State of Georgia  
County of Toombs

### **FIELD TRIP AGREEMENT**

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

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

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

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

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## **Vidalia City Schools**

### **Photo/Project Release Form**

**Sally D. Meadows Elementary** 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 **Sally D. Meadows** to use projects / photos along with first name and last initial on the School website and other electronic forms of communication. This will also give Vidalia City Schools' Staff permission to use my child's projects / photos at conferences, workshops and other educational functions.

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

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## Vidalia City Schools

### 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.

Descriptor Code: IFBGA

*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

Date Issued: 10/14/2014

#### HARASSMENT

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.

## **DISCIPLINE: PHILOSOPHY AND PROCEDURES**

The Assertive Discipline Program is used in grades K- in the Vidalia City School System. The basic premise of Assertive Discipline is that for the school to have an environment suitable for learning it must:

1. Communicate clear expectations of school behavior to students.
2. Provide definite consequences for inappropriate behavior.
3. Recognize students who demonstrate appropriate behavior.

The school atmosphere should be one that encourages intellectual and social growth of students and is consistent in its expectations.

### **CLASSROOM DISCIPLINE PLAN**

At the beginning of the school year each teacher develops a classroom discipline plan. The discipline plan is approved by the administration before implementing. Once the plan is approved, the teacher incorporates it into a parent letter concerning discipline. The letter is sent home with each student during the first week of school and is discussed at Parent Orientation. Our classroom discipline plans tie in directly with the schoolwide plan of exhibiting Indian P.R.I.D.E (Positive, Respectful, Involved, Dependable and Excellence) in all we do.

### **DISCIPLINE REFERRALS**

When discipline cases are referred to the office, the system discipline code will be applied. Incidents not covered by the system code will be handled as follows:

Repeat violators may require more severe disciplinary measures, depending on the severity of the offense. Consequences for discipline referrals to the office may be:

#### **1st Referral:**

- A. Talk with and question the student about the problem.
- B. Notify parent by phone, email or written notice

#### **2nd Referral:**

- A. Talk with and question the student about the problem
- B. Notify parent by phone, email or written notice

#### **3rd Referral:**

- A. Talk with and question the student about the problem
- B. Notify parent by phone, email or written notice

Any number of options may be exercised at this point to include:

- Counseling services
- Possible referral to Student Support Team
- \*Recess detention
- \*After School Detention
- \*In School suspension
- \*Out of School suspension

\*Only one of these options will be utilized for any one offense in most cases.

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

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

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

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

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

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

#### NOTES ON DISCIPLINE:

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

#### AFTER SCHOOL DETENTION (ASD)

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

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

#### IN-SCHOOL SUSPENSION (ISS)

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

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

**If a student has ISS or OSS for behavior, the student will receive an N or U in conduct. If the student receives ISS for excessive tardies, a conduct grade no higher than an S will be received.**

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**Vidalia City Schools  
Code of Discipline  
2016 – 2017**

|                     |                          |     |
|---------------------|--------------------------|-----|
| Abbreviations used: | Recess Detention         | RD  |
|                     | After School Detention   | ASD |
|                     | In School Suspension     | ISS |
|                     | Out of School Suspension | OSS |
|                     | Corporal Punishment      | CP  |

When a child is sent to the office, all classroom options have been exhausted. If a child is sent home OSS, a parent conference maybe required before the child returns to school.

**NOTE: Rules 1-26 are STATE LAW. For descriptive details of RULES 1-26, contact your school administrator.**

**Rule 01 ALCOHOL**

Consequences: Up to 10 days of OSS and possible referral to tribunal;  
Contact appropriate authorities;  
Parent conference.

**Rule 02 ARSON**

Consequences: See Rule 1

**Rule 03 BATTERY**

Consequences: See Rule 1

**Rule 04 BREAKING & ENTERING/BURGLARY**

Consequences: See Rule 1

**Rule 05 COMPUTER TRESPASS**

Consequences: Up to 10 days of OSS

**Rule 06 DISORDERLY CONDUCT**

Consequences: 1<sup>st</sup> Offense: 1-3 days ISS; Parent Conference  
2<sup>nd</sup> Offense: 3-5 days OSS, Parent Conference and possible referral to juvenile authorities

**Rule 07 DRUGS, EXCEPT ALCOHOL OR TOBACCO**

Consequences: See Rule 1

**Rule 08 FIGHTING**

Consequences: 1<sup>st</sup> Offense: 1-3 days OSS; Parent Conference  
2<sup>nd</sup> Offense: 3-5 days OSS; Parent Conference  
3<sup>rd</sup> Offense: 5-10 days OSS; possible referral to juvenile authorities

**Rule 09 HOMICIDE**

Consequences: Contact appropriate authorities  
10 days OSS  
Referral to tribunal  
Parent Conference

**Rule 10 KIDNAPPING**

Consequences: Contact appropriate authorities  
10 days OSS  
Referral to tribunal  
Parent Conference

**Rule 11 LARCENY / THEFT**

Consequences: See Rule 1

**Rule 12 MOTOR VEHICLE THEFT**

Consequences: See Rule 1

**Rule 13 ROBBERY**

Consequences: See Rule 1

**Rule 14 SEXUAL BATTERY**

Consequences: Contact appropriate authorities  
10 days OSS  
Referral to tribunal  
Parent Conference

**Rule 15 SEXUAL HARASSMENT**

Consequences: See Rule 1

**Rule 16 SEX OFFENSES**

Consequences: Contact appropriate authorities  
10 days OSS  
Referral to tribunal  
Parent Conference

**Rule 17 THREAT / INTIMIDATION**

Consequences: See Rule 1

**Rule 18 TOBACCO**

Consequences: 1<sup>st</sup> Offense: 1-3 days OSS; Parent Conference  
2<sup>nd</sup> Offense: 3-5 days OSS; Parent Conference  
3<sup>rd</sup> Offense: 5-10 days OSS; possible referral to juvenile authorities

**Rule 19 TRESPASSING**

Consequences: 1<sup>st</sup> Offense: 1-3 days OSS; Parent Conference  
2<sup>nd</sup> Offense: 3-5 days OSS; Parent Conference  
3<sup>rd</sup> Offense: 5-10 days OSS; possible referral to juvenile authorities

**Rule 20 VANDALISM**

Consequences: See Rule 1

**Rule 21 WEAPONS POSSESSION -KNIFE**

The possession, use, or intention to use any type of knife or bladed object on school grounds or at school Sanctioned activities.

Consequences: See Rule 1

**Rule 22 WEAPONS POSSESSION -OTHER**

The possession, use, or intention to use any instrument or object to inflict harm on another person or to intimidate another person. This includes, but is not limited to weapons or devices, explosives and/or propellants.

Consequences: See Rule 1

**Rule 23 OTHER DISCIPLINE INCIDENT/OR A STATE-REPORTED DISCIPLINE ACTION**

**Rule 24/25 WEAPONS – FIREARMS**

Possession of any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive. Includes any type of destructive device or device that can be used for destruction. Includes firearms of any kind, loaded or unloaded, operable or inoperable.

Consequences: See Rule 1

**Rule 26 VERBALLY ABUSING STUDENTS WITHOUT INTENT TO DO BODILY HARM**

This includes but is not limited to, verbal intimidation, behaviors such as name calling, insulting remarks or put-downs, unwanted comments and jokes, gossiping, repeated teasing, rumors and unwanted notes.

Consequences: Severity of offense will determine consequence.

Offenses: RD/ASD/1-5 days ISS/1-3 days OSS/CP

**Rule 27 PHYSICAL CONTACT**

Contact such as pushing, shoving, tripping or other behaviors that result in insult, threat, intimidation, or fight.

Consequences: Severity of offense will determine consequence.

Offenses: RD/ASD/ISS/OSS/CP

**Rule 28 DISRESPECT**

Actions such as offensive non-verbal body language and/or inappropriate verbal remarks toward staff or other adults without intent to do bodily harm.

Consequences: Severity of offense will determine consequence.

Offenses: RD/ASD/ISS/OSS/CP

**Rule 29 EXTORTION OR ATTEMPT TO EXTORT / SELLING OR TRADING**

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. **Students cannot sell or trade any items at school – they cannot conduct fundraisers etc. without administrative approval.**

Consequences: Severity of offense will determine consequence.

Offenses: RD/ASD/ISS/OSS/CP      Contact proper authorities if warranted

**Rule 30 GAMBLING**

Students will not gamble on school property or while attending an activity under school supervision. Gambling includes playing cards, betting, matching, etc., for money, property, or recreational purposes. No cards of any kind are permitted on school grounds.

Consequences:      1<sup>st</sup> Offense: 1-3 days ISS; Parent Conference  
                             2<sup>nd</sup> Offense: 3-5 days ISS; Parent Conference  
                             3<sup>rd</sup> Offense: 3-5 days OSS; Parent Conference

**Rule 31 REPEATED VIOLATIONS**

Repeated violations of the school discipline code will result in more severe, long-term consequences than those associated with isolated violations.

Consequences:      After **5 referrals per school year**, students are subject to up to 10 days of OSS and possibly a tribunal.

**Rule 32 REFUSAL TO COMPLY**

Those refusing to carry out reasonable instructions of faculty or staff members, identify themselves upon request, or reporting to class without materials is unacceptable.

Consequences:      1<sup>st</sup> Offense: RD and parent contact by teacher  
                             2<sup>nd</sup> Offense: ASD/CP and parent contact by teacher  
                             3<sup>rd</sup> Offense: ASD/1-5 days ISS/CP

**Rule 33 CLASSROOM DISTURBANCE / SCHOOL DISTURBANCE**

Students shall not engage in action which disturbs a classroom, hallway, restroom, breezeway, etc.

Consequences: (teacher should document on parent notification log)  
                             1<sup>st</sup> Offense: Time Out in another class and parent contact by teacher  
                             2<sup>nd</sup> Offense: RD and parent contact by teacher  
                             3<sup>rd</sup> Offense: ASD/CP and parent contact by teacher  
                             Continual / Severe Disruption becomes an office referral which could result in ASD/CP/ISS/OSS

**Rule 34 VULGAR LANGUAGE / ACTIONS**

No student shall use profane, vulgar or obscene words, gestures or actions directed toward faculty or staff members, students, or used non-directively at school events or functions.

Consequences:      1<sup>st</sup> Offense: ASD/1-3 days ISS; Parent Contact/CP  
                             2<sup>nd</sup> Offense: 1-5 days ISS/CP

3<sup>rd</sup> Offense: 3-5 days OSS; possible referral to juvenile authorities

**Rule 35 PUBLIC DISPLAY OF AFFECTION OR INAPPROPRIATE TOUCHING**

Students shall not engage in inappropriate physical display of affection or touching of self or others on school property or at school activities. Severity will determine the consequence.

Consequences: 1<sup>st</sup> Offense: 1 day ISS; Parent contact  
2<sup>nd</sup> Offense: 3 days ISS  
3<sup>rd</sup> Offense: 1 day OSS per occurrence

**Rule 36 HALL PASSES/RESTRICTED AREAS**

A student must have a hall pass whenever he leaves a class during the class period. There are no exceptions to this rule. Students are not allowed to visit other students during class hours. Students are not allowed in restricted areas deemed by administration.

Consequences: 1<sup>st</sup> Offense: Discretion of Administrator  
2<sup>nd</sup> Offense: 3-5 days ISS; Parent Contact  
3<sup>rd</sup> Offense: 3-5 days OSS

**Rule 37 WHISTLES/WATER PISTOLS AND/OR SIMILAR ITEMS**

Students cannot supply, possess, create, display, transmit, gesture, and/or discharge any item that is disruptive to the school environment or potentially dangerous.

Consequences: Offenses: ASD/ISS/CP/OSS (Severity of offense will determine consequence.)

**Rule 38 FOOD, DRINKS, GUM**

No student shall have food, gum, or drinks in the halls, classrooms or restrooms unless approved by a teacher. No food or drinks served by the cafeteria shall be taken from the lunchroom. No foods which promote restaurants or fast food establishments through the use of wrappers, cups, bags, etc. are allowed. All snack and lunchroom program guidelines must be followed as outlined in handbook.

Consequences: 1<sup>st</sup> Offense: Discretion of Teacher / Administrator  
2<sup>nd</sup> Offense: RD/ASD/1 days ISS  
3<sup>rd</sup> Offense: ASD/1-3 days ISS

**Rule 39 IMPROPER USE OF MOTOR VEHICLE (High School Only)**

Driving too fast for conditions, reckless driving, and improper parking will not be permitted. Georgia Rules of the Road will be adhered to while operating a vehicle on campus or at any school function.

Consequences: Contact parents and appropriate authorities

**Rule 40 TRUANCY (CUTTING CLASS/SCHOOL)**

Any student who misses one or more classes, leaves the grounds without permission, walks out of school or leaves class or any other assigned area will be considered truant.

Consequences: 1<sup>st</sup> Offense: ASD/1-2 days ISS; Parent contact/CP  
2<sup>nd</sup> Offense: 3-5 days ISS, Parent contact  
3<sup>rd</sup> Offense: 3-5 days OSS; Parent contact

**Rule 41 LUNCHROOM CONDUCT**

Students are expected to follow cafeteria rules:

1. Talk only to those beside or in front of you.
2. Stay seated, unless permission has been given to get up and leave your seat.
3. Eat your food in the correct manner.
4. Keep your feet on the floor and under the table.
5. Only food related items are permitted in the cafeteria.

Consequences: 1<sup>st</sup> Offense: Silent Lunch  
2<sup>nd</sup> Offense: RD  
3<sup>rd</sup> Offense: ASD/CP  
Continual disruption: 1 day ISS per occurrence

**Rule 42 TARDINESS/PER SEMESTER**

A student shall be tardy to class/homeroom when he reports to class/homeroom after the tardy bell has rung. A parent must sign the child in if the child is tardy.

- Consequences: 4<sup>th</sup> tardy: Letter to parents
- 5<sup>th</sup> – 9<sup>th</sup> tardy: RD (recess detention)
- 10<sup>th</sup> – 19<sup>th</sup> tardy: ASD (after school detention)
- 20<sup>th</sup> and above: Discretion of principal; ISS may be assigned.

**Rule 43 CHEATING/DISHONESTY/MINOR THEFT/MINOR VANDALISM**

No student shall cheat in completion of schoolwork and a zero may be assigned. No student shall forge signatures of other parties nor alter information on any documents. No student shall destroy or secure items not belonging to him/her. A monetary reimbursement may be required. Students may not engage in dishonest behaviors.

- Consequences: Offenses: ASD/CP/ISS/OSS (Severity of offense will determine consequence.)

**Rule 44 REFUSAL TO REPORT**

No student shall fail to carry out assigned consequences for misconduct or fail to report to teachers or administrators for disciplinary actions.

- Consequences: 1<sup>st</sup> Offense: RD
- 2<sup>nd</sup> Offense: ASD/CP
- 3<sup>rd</sup> Offense: ASD/1-3 days ISS

Note: Failure to report to After School Detention (ASD) will result in an additional day of ASD. Failure to report on additional day will result in ISS.

**Rule 45 VIOLATION OF TERMS OF PROBATION**

If a student breaks the terms of probation upon returning to school after required punishment had been met, he/she will be returned to the original punishment given for the remainder of the school year.

**Rule 46 BUS CONDUCT REFERRAL (refer to page 9)**

- Consequences: 1<sup>st</sup> referral: Warning
- 2<sup>nd</sup> referral: Bus suspension for 3 school days
- 3<sup>rd</sup> referral: Bus suspension for 5 school days
- 4<sup>th</sup> referral: Bus suspension for 10 school days
- 5<sup>th</sup> referral: Bus suspension for 20 school days
- 6<sup>th</sup> referral: Bus suspension for 40 school days
- 7<sup>th</sup> referral: Bus suspension for the remainder of the school year.

**NOTE: Students may only ride the bus to or from their home address. Exceptions must be approved by contacting the Vidalia City Transportation Department at 537-0162. Administration reserves the right to remove any child from riding the bus for the year for bullying or any other severe disruption per Georgia Law 20-2-751.4**

**Rule 47 DRESS CODE**

Students will not violate dress code outlined in *Student Dress Code*. Students will remain in the office until appropriate clothing arrives and will not receive credit for work missed. See page 8.

- Consequences: 1<sup>st</sup> Offense: Call home for change of clothing
- 2<sup>nd</sup> Offense: Call home for change of clothing; RD
- 3<sup>rd</sup> Offense: Call home for change of clothing; ASD

**Rule 48 ACTIVATING A FIRE ALARM UNDER FALSE PRETENSE**

- Consequences: See Rule 1 / At Discretion of Administration



**Rule 49 ELECTRONIC EQUIPMENT/CELL PHONES/INTERNET USAGE**

- A. At Grade Levels Pre K – 8: Cell phones, CD players, MP3's, iPods, Electronic games, etc. are not allowed.
- B. 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, or unsupervised email checks. Inappropriate sites will be determined by the teacher, media specialist, and/or administrators.

Consequence: **Referral, confiscate device, and parent pick up within one week. (The item will be discarded after one week).**  
Repeat offenders will be assigned a consequence ranging ISS to OSS depending on the number of times this rule is violated.

**Rule 50 GANGS / BULLYING**

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. In grades K-5, each bullying incident shall be investigated by the administration and appropriate punishment provided based on the severity of the incident. Options may include but are not limited to counseling, extended ISS, web-based learning, home schooling, or any other educational placement deemed appropriate by the administration.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. **For further information on Bullying policy, please refer to Vidalia City School System website for board policy JCDAG**

Consequence: Based on severity of offense.

**Equal Educational Opportunities**

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

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