



**STUDENT HANDBOOK**  
**2019-2020**

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**Principal**

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**G.O. BAILEY ELEMENTARY SCHOOL**  
**1430 NEWTON DRIVE**  
**Revised July 17, 2019**

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## TO PARENTS / GUARDIANS

This handbook provides general information concerning the G.O. Bailey Elementary Schools' rules and procedures. It is designed to give parents and students answers to questions and serve as a reference throughout the year.

We want your child's school experience to be a profitable and joyful one. Our teachers will do everything possible to make school meaningful and worthwhile. We know that this cannot be done by the teachers alone. Your cooperation is important to the successful educational growth and development of your child. We hope that this handbook will be helpful in developing this cooperation.

### WELCOME TO YOUR SCHOOL!!

#### **Our Mission:**

In our commitment to overall excellence, G.O. Bailey Elementary School will provide challenging learning opportunities and accommodate the needs of all students in a safe environment. In partnership with parents and the community, it is our mission to help our students reach their highest potential in becoming responsible, productive citizens and life-long learners. **G. O. Bailey Students will be respectful, responsible, safe, and ready to learn each day.**

**PBIS SCHOOL SLOGAN:**

**We Are Respectful**  
**We Are Responsible**  
**We Are Safe**  
**And Ready to LEARN!!**

## **G.O. Bailey Elementary School's TITLE I INFORMATION**



### **G.O. Bailey has been recognized as a Title I Distinguished School for Nine Consecutive Years!**

Our school receives funds from the federal government to help improve student learning. These funds are provided under the rules and regulations of a federal law known as the *ESSA (Every Student Succeeds Act of 2018)*. We believe that your involvement with your child's education is essential to academic and future success. The Title I Parent Involvement Policy and School-Parent Compact are sent home with each child and available for review in the school office and at the Board of Education office. An annual Title I parent meeting is held each fall and announced through flyers, call-outs, emails, and our website

These funds are utilized to ensure that students receive a quality education and meet academic standards. G.O. Bailey is identified as a Title I school in the Tift County School System. As a Title I funding recipients, GOB school must set goals for improvement, measure student progress, develop supplemental programs in addition to regular classroom instruction, and involve or inform parents on various aspects of the programs available.

Title I schools can choose to implement what is called a school wide program or a targeted assistance program. School wide programs have a great deal of flexibility in how to spend their Title I, Part A funds as long as they engage in strategies that improve the quality of the learning environment with a high-quality curriculum for all children. Targeted-assistance programs may use the funds for a smaller number of eligible children who are failing or are at risk of failing to meet state academic content standards through supplementary educational services.

G.O. Bailey Elementary School is a school wide program which means Title I funds are appropriated for each child. However, certain provisions are in place for each school and system that utilize funds from Title I. Bailey must hold an annual meeting to inform parents or guardians of how Title I affects their child's school. Title I's funding, requirements, and the parents' right to be involved are explained. Schools recognized as Title I must develop a parental involvement policy. This policy describes what the school will do to involve and inform parents about the Title I program. It states how the school involves parents and how parents are informed on key issues such as the school's performance, student assessment results, and the school curriculum. During the year, the policy is studied and revised as needed. A copy of the policy is sent home to all parents at the beginning of each school year. It can also be viewed on the school's website.

In addition to the school parental involvement policy, each school must develop and distribute a school-parent compact. A copy of each school's compact is given to the parents and guardians each school year for approval. It outlines how parents, school staff, and students share responsibility for improved student achievement.

The parental involvement policy and compact are developed by each school's staff and parent representatives. An annual parent survey is also given to assess the strengths and weaknesses of the parental involvement component of Title I. If you are interested in participating in this process, please contact your child's school principal.

Title I schools inform parents or guardians of student performance and progress. This is accomplished through diversified avenues of correspondence such as weekly papers and/or weekly progress reports, mid-quarter progress reports, report cards, or summaries of state test results.

Title I schools encourage the involvement of parents. Parents can actively participate in the educational process of their child through varied means such as school committees, PTO, School Council meetings, Parent/Teacher conferences, volunteering, or parent workshops. A Parent Liaison is utilized here at GOB to keep parents involved in school activities. Parents may monitor their child's progress by weekly folders and/or progress reports, homework, graded work, mid-quarter progress reports, report cards, or assessment scores. There are many strategies parents can use to support or enhance their child's learning experience such as using flashcards to remember basic facts, having hands-on materials such as beans to solve problems, or asking the child questions during a story to check for understanding. Additionally, many of these strategies are demonstrated in parent workshops that are offered throughout the school year.

To encourage parental involvement at home, parents also have access to monthly newsletters concerning relevant parenting topics and a parent resource center located on campus. Supplemental educational materials are provided to assist parents and students in the home. Ms. Lisa Daughtrey is available to help parents and students understand grade level appropriate materials for checkout. Please contact her if you need assistance.

## **Honor and Respect**

G.O. Bailey has been a cornerstone of this community for many years. It has always been regarded as one of the best schools in Tift County. It has reached this distinction by striving to maintain a positive relationship between the school and family. The G.O. Bailey's staff has always taken personal ownership of its children and the result has been a strong school that has persevered and held firm to the values and beliefs held by the community.

Our goal for 2019-2020 is to continue to build upon the strong relationship that currently exists among our staff, the students, and the parents. We have high expectations for all of our students and hope that you will assist us in expecting academic success and appropriate behavior. We expect our students to honor and respect each other – a principle that has always been associated with this school. Please join with us in helping to make the 2019-2020 school term a huge success for all of our children.

**Please be advised that this student handbook is designed to be read in conjunction with the Tift County Schools Code of Student Conduct manual. It is imperative that students and parents read both documents and address any questions to the classroom teacher and/or school principal. Each teacher will develop the classroom expectations that their students will be expected to follow as well.**



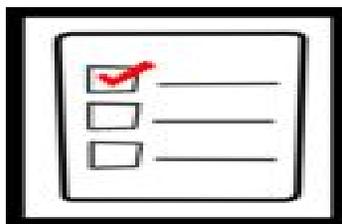
## **Annual Parent Right- to- Know Letter**

As a Title I school, we are required by federal law, the Elementary and Secondary Education Act of 1965 (ESEA), to let you know about your child's teachers' qualifications. In compliance with this law, the Tift County School System is required upon request to provide information about the professional qualifications of your child's teacher(s). The following information may be requested:

- Whether the teacher met the state requirements from the Georgia Professional Standards Commission for certification for the grade level and subject area which they teach;
- Whether the teacher is teaching under an emergency or other temporary status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications

If you wish to request information concerning your child's teacher's qualifications, please contact the principal, Dr. Jamie Dawson at 229-387-2415.

# Daily Procedures



## School Hours

7:15 Unload Buses

7:15 Building open for car riders (use the gym entrance in the gymnasium until the buses have left campus) Upon arrival on campus, students may go to breakfast or sit in the hallway by their teacher's door until their teacher arrives.

## 8:00am Tardy Bell

3:00pm Students will be dismissed from their classroom.

3:00pm Student dismissal begins

## Arrival Procedures

**ARRIVALS FOR THE SAFETY OF YOUR CHILD, WE ASK THAT YOU OBSERVE THE FOLLOWING:**

If your child rides a bicycle or walks, inform your child to follow traffic laws and cross the road on Ferry Lake Road at the crosswalk. Students should push bicycles when on campus. We do discourage students from riding bikes to school because we do not have proper supervision to keep bikes safe. If bikes are brought on campus we cannot be responsible for their safety. There are 2 drop-off lanes that are accessible each morning for car riders: 1) 7:15am-8:00am at the front of the building; 2) 7:30am - 7:55am side of the building car lane is open for students to get out near the gym. **At no time should students be dropped off at the street or in any other areas due to safety concerns. Students will not be allowed to get out of vehicles in any area except the supervised drop off lines.** Students should be in their classroom before 8:00 a.m. If they plan to eat breakfast, students should arrive before 7:45 a.m., so that they will not be tardy to school. Students who do not wish to eat breakfast will go directly to, and wait quietly in, the designated area by their classroom. **For the safety of your child, he/she will not be allowed on the school campus before 7:15 a.m.** Staff members are not on duty before that time. If a student arrives after 8:00, they must be escorted into the front office and signed in. The side-lane drop off point will be closed at 7:55.

## ATTENDANCE POLICY

**The Tift County Board of Education Attendance Policy is found in the Tift County Code of Conduct. Please read and become familiar with this policy.**

**K-5th Grades:**

**1. Students are expected to be on time and in attendance daily. Students must be present at least 1/2 of the school day to be counted present.**

**2. Parents are responsible for getting students to school on time and should not make a habit of taking students out of school prior to official dismissal time.**

**Students will be referred to the Attendance Support Team (AST) when they have received excessive tardies/early dismissals. The AST will determine whether the tardies/early dismissals are excused**

**or unexcused. If the school nurse calls the parents/guardians to pick up the student, he or she will be excused for the rest of the school day. For students who have acquired 10 unexcused tardies/early dismissals, the school social worker may initiate legal action to resolve truancy. Social worker may initiate any or all of the following actions:**

- a. Contact the parent for a second attendance conference;**
- b. Refer matter to the Department of Family and Children's service for an investigation of possible educational neglect.**
- c. File a complaint in Juvenile Court alleging the child to be a dependent child for reasons of parental inability to ensure the child attends school and for educational neglect.**

### **Checking In Procedures**

All students arriving after the 8:00 tardy bell must be escorted into the front office by a parent or guardian. Our goal is to begin instruction as quickly as possible every day. Please make every effort to have your child prepared to begin the school day on time. Students will be referred to the Attendance Support Team (AST) when they have received excessive tardies/early dismissals. The AST will determine whether the tardies/early dismissals are excused or unexcused. For students who have acquired 20 unexcused tardies/early dismissals, the school social worker will file a CHINS petition with the Juvenile Court Judge.

### **Breakfast and Lunchroom Procedures**

G.O.Bailey School serves breakfast and lunch for students on a daily basis, and parents are always welcome to enjoy lunch with their children. Family tables are available for parents on the stage. Students love having the opportunity to eat lunch with their family, but no classmates may join them. **Due to student allergies, NO OUTSIDE FOOD can be brought inside the cafeteria.** If outside food is brought in for a student, the student and parent should plan to eat at the tables in the front lobby (outside of the cafeteria). Outside food cannot be dropped off for office staff to deliver to students in the cafeteria. If outside food is delivered to the school, the parent/guardian should plan to stay with that child while he/she eats in the lobby.

### **Checking Out Procedures**

We strongly encourage parents to make dental, medical, and other appointments for their children after school hours. Please consult with your child's teacher to determine the best time for the student to miss during the day if an appointment must be made during school hours. We realize that at times it is necessary for your children to be checked out prior to the bell. All students must be signed out in the main office. Teachers will not be allowed to release a child from their classroom without permission from the principal's office. Please be advised that the office may request to see identification before releasing a child to a parent, family member, or friend. Please remember that if we request identification we are only doing it for the protection of your child. **Please notify the office or your child's teacher by 2:00 if you are changing pick-up arrangements for your child and make sure to send a note.** Students who are checked out early on a continual basis will be referred to the Attendance Committee. Please make every effort to have your child in school for the entire school day. Students are being instructed right up until the bell rings. Please allow your child to stay until school is dismissed.

## **Dismissal Procedures**

**Bus Students and Daycare Bus Students:** Students who ride home on buses or with daycare providers will be dismissed to go to the lunchroom at 3:00 each day where they will sit at designated tables. There is usually about a 30-40 minute wait for buses to arrive. When buses arrive, staff members will escort students in an orderly line to load each bus. The bus drivers are responsible for students once the students have boarded the bus. Students must ride home on the bus they came to school in. Exceptions will be made for emergencies per administration, but a written note from the parents is required and must be given to the classroom teacher. If students don't have a note, they will be sent home on their regular bus. Parents will be notified of any bus suspensions as well as the possibility of additional disciplinary action as specified in Tift County's Code of Student Conduct Handbook.

**Walkers:** There are 2 dismissal areas for walkers: 1) Front lobby (for students that live on the side of Ferry Lake Road) and 2) back playground gate exit (for students living on Newton and beyond). If you have a child who has to cross Ferry Lake Road, we would strongly encourage you to meet them and walk with them across this busy road. Please be aware that there are no crossing guards to assist students with crossing Ferry Lake Rd. A GOB staff member will escort the students that are leaving from the back playground across Newton Drive. **Please remember that Sanders Dr. is not a drop off or pick up area for car riders.** No students will be loaded or unloaded from vehicles in this area. Please help us keep this a safe area for students who are walking to and from school.

**Car Riders:** Our primary concern is to make sure that students are dismissed in a safe and orderly manner. To do this, we need parent cooperation. To help us expedite the safe loading of students in vehicles, we ask that you display the name(s) of the child or children who will be riding home in your vehicle. ***\*No students will be loaded in cars without a current and visible car tag.*** If you do not have a car tag, you will be asked to drive back around the front of the school, park, go into the office, present an ID and check out your child. If you need a car tag, you may request one at that time. It will take a few days to get everyone into the routine, but it will be a safer, more efficient system if everyone cooperates. We want to make sure that your child gets in your vehicle in a safe and timely manner. **Each child will receive one FREE car tag. Additional car tags are \$1.00 each.** Only parents who pull through in a car will be loaded in this area. We do not have the staff or a safe area to allow for walk up dismissals from the gym. **NO EXCEPTIONS!** Your child's safety is our only concern. Car riders will be picked up from the gym with two lanes of traffic. As cars pull through the pickup lanes, a staff member will radio the gym and your child will be sent out to be loaded. A staff member will escort each child to their vehicle. It certainly should go without saying, but please **DO NOT** signal to your child to come to your car or to cross traffic lanes to load without a staff member. Traffic is typically very heavy the first week of school. **All car riders should be picked up by 3:40pm.** Parents/Guardians will have to come into the front office and check out their students after 3:40pm.

## RESIDENCY REQUIREMENTS

All students attending G.O. Bailey Elementary School must meet the residency requirements. Parents or the student's guardian and the child must reside in the zone in which their child attends school. **Any time you move even if it is within the same zone, the system, you must take 2 proofs of residency to central enrollment located at 506 W 12th Street, Tifton, GA.** It's important to notify your child's teacher and front office registrar in the event that you have moved to another location.

Students not residing in Tift County must have permission to enroll from:

**Tift County Schools Superintendent's Office  
P.O. Box 389  
207 N. Ridge Ave.  
Tifton, GA 31793-0389  
(229) 387-2400**

Tift County Residents, Grade Kindergarten-Grade 5

Parent/Guardian should bring to the school or registration site the following materials when they accompany their child for registration.

- o Certified Birth Certificate
- o Certificate of Immunization form #3231 (Up-to-date form from Tift Co. Health Department)
- o Certificate of Eye Ear and Dental form #3300 (From Tift CO Health Department)
- o Student Social Security Card
- o Minor Students being enrolled by persons other than their parent/legal guardian must provide evidence of legal custody or certification setting forth the circumstances whereby the adult is exercising parental control to school officials at the time of enrollment.
- o Proof of residence
  - ❖ A valid residential written lease or rental agreement, **and** a current residential utility bill (gas, electric, water, telephone, or cable). These documents must contain the name and address of the parent/guardian/legal custodian, **or**
  - ❖ A current residential property tax statement or deed to the home, **and** a current residential utility bill (gas, electric, water, telephone, or cable). These documents must contain the name and address of the parent/guardian/legal custodian.

## Academic Regulations

### Grades

Report cards will be issued at the end of each nine-week grading period

**For K-5 students, no report cards will be issued until parents attend a conference, to be scheduled after the first nine-week grading period.** A mid-quarter progress report is issued at four and one half weeks. Each mid-quarter must be signed by a parent and returned to school. Mid-quarter reports will not be issued during the first nine weeks.

The grade policy for Tift County is as follows:

#### **Grades K-3 Reading, Language Arts, Writing and Math:**

- 4 – Extending
- 3 – Achieving
- 2 – Developing
- 1 - Beginning

#### **Grades 4-5 Reading, Writing, Math, Language Arts, and Social Studies**

- Does not Meet (60-69/F)
- In Progress (70-79/C)
- Meets (80-89/B)
- Exceeds (90-100/A)
- Not Evaluated: /

#### **K-5 Non Academic classes**

- 3: Satisfactory
- 2: Some Effort
- 1: Little Effort

#### **Parent Conferences**

The faculty welcomes the opportunity to discuss classroom performance and behavior with parents and guardians, and the administrative staff will be more than glad to assist you in helping to develop a positive relationship between home and school. Please contact Mrs. K. Goodman in the office to assist you in setting up a conference. We will make every attempt to schedule a time that is convenient to your schedule. ***Conferences will not be scheduled during a time that interferes with instructional activities.*** Please note that if you come without a scheduled conference time, you may not be able to meet with your teacher. Teachers are not allowed to conduct hallway conferences while their students are in the classroom. Teachers are easily accessible through their email accounts as well.

### Promotion/Retention

Students who are found to be working off grade level or not demonstrating sufficient progress by the end of the first semester will be referred to the Placement/Retention Committee. This committee will discuss strategies and interventions that have been and will be utilized to assist your child. Parents will be asked to be active members of the committee's process. Parents will be notified that their child is in danger of not meeting necessary standards and may be a candidate for retention. Retention/placement meetings begin in January. The principal will make the final decision about retention/placement/promotion in May.

### Testing Program

G.O. Bailey students will be required to participate in a variety of local and state administered tests. Classroom teachers will review all testing information at the mandatory parent conference held at the conclusion of the 1<sup>st</sup> 9 weeks.

### Support Services

#### Cafeteria

G.O. Bailey is proud of our cafeteria staff. Our lunchroom staff works diligently to prepare quality meals for our students on a daily basis. We encourage you to visit and dine with your child. Please be advised that outside food cannot be brought into the cafeteria.

Due to a grant written by our Nutrition Director, all students in Tift County will receive breakfast and lunch at no cost. This Community Eligibility Option (CEO) is part of the Healthy Hunger Free Kids Act. This will start the first day of school. The same regulation and compliance as far as nutritional integrity for meals still applies. The cafeteria is not able to make change. Please bring the correct amount to purchase

Adult breakfast/lunch	\$2.00/ \$3.50
Extra Entrée	\$1.75
Extra Milk	\$.50
Extra fruit or vegetable	\$1.00
Tea for adults	\$.75

#### Lunchroom Rules

Due to food allergies and illnesses, students should not share food or drink. Students will assist in clean up their eating area. Please be advised that outside food cannot be brought into the cafeteria.

#### Clinic

G.O. Bailey School does provide a school clinic for our students. Amber Sauls is our school nurse. Each parent will be requested to complete a personal data sheet for their child that will be placed on file. Please indicate if your child has a specific medical concern that we need to be aware of even if your child does not take medicine at school for this condition. **All prescription and non-prescription drugs must be properly labeled with instructions for use and must be in the original container.** No medication will be given to students without prior parental

consent. Parents should bring all medication to school. No medication will be dispensed in the classroom. Please note that G.O. Bailey will no longer provide Tylenol or other types of medication. Parents **must provide** the necessary medication for their child. Also note that Nurse Sauls is required to follow the directions listed on the medicine container. If there is a change with meds, please get the doctor to write a new prescription. We must follow the directions on the bottle. **Please make sure to provide Nurse Sauls with an inhaler if your child has been diagnosed with asthma and provided one by your family doctor.** We strongly recommend that we have an available inhaler even if your child has not had an attack in some time. We **CANNOT** allow your child to use another person's inhaler even in the case of an emergency. **PLEASE** make sure we have one in our nurse's office.

### **HEAD LICE**

If a child is found to have lice or nits, the parent will be called to come pick up the child. The student will not be permitted to return to school until his/her head is free from lice and nits. **WHEN THE STUDENT RETURNS TO SCHOOL, THE PARENT MUST BRING THE CHILD IN TO BE CHECKED BY THE NURSE. THE CHILD MUST BE CLEARED BEFORE THE PARENT LEAVES SCHOOL** If the child is not clear, they will need to go back home with the parent. If the child is clear, they will be given an admittance slip to class. The student will be allowed TWO excused absences for head lice treatment. Any days after those two days will be counted as unexcused absences.

### **Guidance Program**

Our Guidance Counselor is **Mrs. Melissa Dillard**. The Guidance Program provides numerous services to our students. The counselor meets with all of our classes to discuss topics such as peer relations, academic achievement, family relationships, and career awareness. Our counselor coordinates attendance hearings, assists with RTI protocol, and 504s. The counselor will be available for scheduled conference sessions with parents and students.

### **Hospital/Homebound**

Hospital/homebound instruction is provided to students who have medically diagnosed conditions preventing school attendance for ten days or longer. Please contact the principal's office immediately if you feel your child may need these services. Mrs. Dillard, counselor, in conjunction with the Director of Student Services will oversee HH services.

### **Lost and Found**

Please write your child's name on all coats, jackets, and lunchboxes. All lost and found items will be stored for a period of time. Each year we have a large number of unclaimed jackets and coats and are unable to carry these over from one school term to the next. Unclaimed items will be taken to a local clothing closet or discarded at the end of each year.

### **Media Center**

The Media Center is one of the most important places at our school. Our Media Specialist provides many services to our students and staff. The Media Center contains books, magazines, reference materials, and student computers that are available to staff and students. All materials should be checked out and returned in the designated time. **Parents will be required to pay for lost and/or damaged books before final report cards can be issued.** We strongly encourage parents to visit our media center to check out books for their family. Reading at home is critical to your child's success in the classroom.

### **P.T.O.**

The mission of the PTO is to strengthen the bond between the school and the home. We strongly encourage parents to become members of our PTO and to actively attend all meetings. The PTO has been responsible for providing and helping with the cost of many events for our students and staff members such as field trips, field Day, court yard furniture, Brainpop software, physical education equipment, and teacher appreciation gifts. An active PTO can make a tremendous difference in the success of a school.

### **Cell Phones**

At the elementary level, most students do not own cell phones. We are aware that some students walking home keep cell phones and/or older students in their personal bags. If students bring a cell phone to school, the phone should stay "off" and in the child's backpack. At any point that the cell phone becomes a distraction to the student's learning or the learning of others, the cell phone will be collected and taken to the office. Parents/Guardians will have to make arrangements to come pick up the phone.

### **KAC**

Kids' Advocacy Coalition in Tifton is a non-profit agency offering safe, affordable, high quality care for children of parents who are working, are in school, or job training.

**How much does this program cost?** The cost per week is \$30 for students who are picked up by 4:45 and \$40 for students who remain after 4:45. There is a 20% discount for each additional child in the same family. There is a \$40 registration fee per child. Parents for whom these fees present a hardship are encouraged to apply to the Department of Family and Children Services (DFCS), located on 2<sup>nd</sup> Street, for child care subsidies. If you feel you qualify for fee support and are determined ineligible for DFCS subsidies, please contact the KAC office or the lead teacher for reduced rate applications.

**What kinds of things will my child be doing?** Students are given an opportunity to complete homework. Help is given when requested. Opportunity is provided for students to choose to participate in outdoor activities, games, toys, arts and crafts, reading, selected videos, and just visiting with friends. In KAC, children have the opportunity to try out problem solving skills and to further develop socialization skills. Above all, the after school program is a place to have fun and to relax after a hard day's work at school.

### **Local School Governance Team**

As a part of our Charter System status, Tift County Schools establish Local School Governance Teams at each K-12 school. The goal is to bring schools and communities closer together in a

spirit of cooperation to address educational problems, improve academic achievement, provide support for teachers and administrators, address budgeting concerns, safety, and allow parents and community members a voice in the decision-making process. According to charter bylaws, a minimum of 6 meetings are required annually. All meeting dates, agendas, and minutes are posted on the G.O Bailey website.

### **Translator**

**Mr. Valentin Torres** will be our school's translator for the year.

## **Rules and Regulations**

### **Accidents**

All student accidents should be reported to the nearest teacher who will then notify the school nurse if necessary. Physical education classes and recess involve running and playing, and thus the opportunity of an accident does exist. It is important that students notify their teacher or a staff member if they have been involved in an accident. We also request that students wear appropriate shoes since they will attend PE and recess.

### **Custody of Children**

By law, school personnel release children to their custodial parent/guardian. Please be sure to provide court orders if there are any custody issues that grant/prohibit rights of one parent or a third party.

### **Campus Maintenance**

Students are to assist in maintaining our school. All paper and trash should be placed in the proper trash cans.

### **Disciplinary Procedures**

Each G.O. Bailey student will adhere to the policies stipulated in the Tift County Code of Student Conduct. It is imperative that parents read the Code of Conduct and discuss the potential implications of inappropriate conduct with their children. Every classroom and resource teacher will develop a set of classroom rules that are to be followed on a daily basis. We expect students to act respectfully, responsibly, and safe at school. Students who fail to adhere to school policies will be subject to disciplinary action.

### **Disturbances**

Please do not allow your child to bring toys or electronics to school. Students are encouraged not to bring radios, cd players, MP3 players, cameras, lasers, laser pens, beepers, cell phones, noisemakers, pets, playing cards, or any other nuisance item to school. Any action or item that will create a disturbance in the school is prohibited, and such items will be confiscated. GOB is not liable for damaged or lost personal items brought to school.

### **Dress Code**

All Pre-K -5 students should adhere to the uniform dress code outlined by Tift County Schools. A student is expected to be neat, clean, and dressed for success at our school. Refer to the Code of Student Conduct Handbook and Tift Co Schools website for uniform information and dress code expectations.

### **Field Trips**

Limited field trips will occur throughout the school term. Students will be expected to ride the bus to and from the field trip with their class. Parents must contact their child's teacher if a situation arises that requires the child to be transported in an alternate fashion. Parents can sign students out at the end of the field trip but it will count as an early release. **Please be advised that family members are not allowed to ride Tift County buses.**

### **Flower, Gift, and Balloon Deliveries**

G.O. Bailey does not accept delivery of flowers, gifts, and/or balloons to students on special occasions or holidays.

### **Homework**

Homework will be assigned as necessary. The purpose of homework is to practice and reinforce skills taught during the day and to assist our students in forming good study habits. **We do not give homework on Wednesday.** Please contact your child's teacher for additional help if needed on homework assignments.

### **Ice Cream/School Store**

Ice cream will be available each day for \$1.50; however, the classroom teacher has the authority to not allow a student to purchase ice cream on specific days based on their classroom behavior. Ice cream, costing \$1.50 each, will be sold on Monday -Friday. Please remind your child to turn in their ice-cream money to their teacher first thing in the morning as it has to be turned in to the office by 8:30 am.

### **Parties**

Parties may not be held during the school day without prior approval from the administration or classroom teacher. Students may be given the opportunity to have parties on select holidays if the classroom teacher wishes (Fall party, Christmas, Valentine, Easter and End of the Year).

### **Visitors**

We are so grateful that we have a large number of parents who visit our school on a daily basis. All visitors are required to check in with the office before going to a classroom. All visitors must have a visible pass to enter the hallways beyond the front office. This policy is for the protection of all of our students. Teachers are available for conferences during their planning time. Conferences should be planned in advance. **Teachers are not available to meet during instructional time.**

**Website/Facebook**

G.O.Bailey is fortunate to have a website and Facebook page that are designed to showcase the students of our school and to provide current information for parents. Please visit [www.tiftschools.com](http://www.tiftschools.com) for the link to our site. **Please “Like Us” on Facebook.**

**Withdrawal**

A parent or legal guardian must contact G.O. Bailey office to withdraw their child from our school. All library books and textbooks must be returned prior to withdrawal. Failure to return books and other G.O. Bailey property will result in a delay of student records being sent to your new school. After all records have been cleared, student records will be transferred to the new school upon a written request from the new school.

***Tift County Public Schools***  
207 North Ridge Avenue · P.O. Box 389  
***Tifton, Georgia 31793-0389***  
Telephone 229-387-2400 · Fax 229-386-1020

Adam Hathaway, Superintendent

**Notice of Rights of Students and Parents Under Section 504** Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system’s Section 504 Coordinator at the following address:

System 504 Coordinator  
207 North Ridge Ave.  
Tifton, GA 31794  
229-387-2400

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35. 45
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

### **Section 504 Procedural Safeguards**

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section

504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing.

Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **BOARD POLICY – JCDA BULLYING**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system. Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harms as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the student's or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Each school shall encourage teachers or other school employees, students, parents, guardians, or other persons who have control or charge of a student, either 32 anonymously or in the person's name, at the person's option to report or otherwise provide information on bullying activity.

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the principal.

Any report will be investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative education program.

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. Student and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks. OCGA 20-2-751.4 33

### **BOARD POLICY – JCDA OFF-CAMPUS CONDUCT**

The Tift County Board of Education and the institutions under its jurisdiction shall have authority to control the conduct of students under the general power to provide for control and management of the school system. It is the duty of the Board of Education to make necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the school. The Board has a responsibility to provide protection for students and employees and to provide and maintain a safe and orderly environment for education to take place.

Administrators are authorized to take disciplinary action for conduct which occurs: (a) on the school grounds during or immediately before or immediately after school hours; (b) on the school grounds at any other time; (c) off the school grounds at a school activity, function or event; (d) en route to and from school or school activity. Authority to take disciplinary action

also extends to any off-campus non-school related actions by students which have a direct and immediate impact on school discipline, the educational function of the school or the welfare of the students and staff. A student who has been formally charged with violation(s) of criminal law, whether or not the case has been adjudicated, and whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school is subject to disciplinary action. Offcampus, non-school related misconduct may be considered as a sufficient basis for suspension, exclusion from school. Other appropriate disciplinary action including but not limited to in-school suspension and assignment to an alternative educational program or site may be taken.

School officials shall contact proper authorities to verify any and all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school.

Any suspension, expulsion, or exclusion from enrollment under this policy shall not waive the student's rights to a due process hearing as set out in Board policy relating to suspension or expulsion.

**PLEASE DETACH THIS BACK PAGE AND RETURN THIS FORM TO  
THE CLASSROOM TEACHER  
BY August 23, 2019**

**My child and I have read and understand the STUDENT HANDBOOK.**

**TEACHER NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

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

**Signature** \_\_\_\_\_  
**Parent**

\_\_\_\_\_  
**Date**