



GODLEY STATION K-8 STUDENT HANDBOOK

Lesley Jordan, Principal

SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOL SYSTEM

Godley Station School

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Savannah, Georgia 31407*

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“Home of the Stallions”

School Hours

8:15 a.m. – 3:15 p.m.

Breakfast: 7:55 am - 8:15 a.m.

Secretary.....	395-6000
Cafeteria.....	395-6001
Counselor.....	395-6002
Nurse.....	395-6003
Information Specialist.....	395-6004
Assistant Principal.....	395-6000
Principal.....	395-6000

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Title IX Coordinator
208 Bull Street
Savannah, GA 31401
(912) 395-5552

ADA Coordinator
208 Bull Street
Savannah, GA 31401
(912) 395-5877

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208 Bull Street
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(912) 395-5877

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VISION

From school to the world, all students prepared for productive futures.

MISSION

To ignite a passion for learning and teaching at high levels.

OUR BELIEFS

- We believe that in order to prepare students for a productive future, we must provide them with:
A firm academic foundation
A positive attitude
The values of hard work, honor, and kindness
A sense of responsibility
- We believe that students have the right to learn and teachers have the right to teach in a safe, clean and healthy environment.
- We believe that parental support is a key component to every student's success.
- We believe that students learn best when they are actively engaged in the learning process and provided with a variety of learning opportunities.
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- We believe that students learn best when they are actively engaged in the learning process and provided with a variety of learning opportunities.
- We believe that high expectations from all school personnel are necessary to achieve a world-class education.
- We believe it is our responsibility to work alongside parents to explicitly teach manners, kindness, responsibility, and patriotism.
- We believe schooling should be a joyful experience for learning to occur at the highest level.
- We believe that instructional time is extremely valuable and must be held sacred.

THE K-8 SCHOOL CONCEPT

Housing grades Kindergarten through eighth grade in the same facility allows students to attend school for nine years with unnecessary transitions. Parents are able to work closely with one set of educators and remain intimately involved as their child progresses through the grades. Younger students benefit from having older, positive role models, and all students benefit from a wide range of teachers in the same building. Subjects that are generally reserved for older students, such as foreign language, may be offered at a much younger age. Students are able to utilize educational equipment, such as microscopes and lab materials, at a much earlier age. Siblings may stay in school together longer and enjoy the same schedules. Teachers may engage in vertical teaming that allows for the implementation of excellent instruction. Throughout our country, this combined arrangement is resulting in improved student achievement.

ACCOUNTABILITY FOR BOE PROPERTY

When textbooks, library media materials, and equipment are issued to students, the return of these items to the school for further use shall be the sole responsibility of the student and their parent/guardian. If materials or equipment are not returned to the school in usable condition, it is the responsibility of the student and their parents/guardians to reimburse the SCCPSS for the cost of replacement or repairs. Students, who owe for lost or damaged items stated above shall have their report cards held by the school administration until paid. Another textbook of the same subject area will not be issued until the school system has been compensated; however, textbooks in the same subject area may be made available for use in the classroom. Student owing for library materials may continue to use the learning resources within the media center. Additional library materials and equipment shall not be checked out to the students until the school system has been compensated.

AMNESTY BOX

Students should not bring any dangerous illegal, or unnecessary items to school. If a student discovers that they have such an item on his or her person, they should immediately, upon arriving to school, place it in the amnesty box by the media center. Such items should not be shown to other students. Items placed in the box will not be returned.

ATTENDANCE

Regular, punctual attendance at school is critical for academic success. SCCPS Policy JBD-R states that students are expected to be in attendance at school every day. Excused absences include those due to personal illness, death of a family member, observance of a religious holiday, orders of governmental agencies, participation in school sponsored activities, medical necessities (quarantine), or hazardous conditions. Parents are required to provide the school with a written excuse the day the student returns in order for the absence (s) to be considered excused and for make-up work to be provided. Written excuses must include the student's full name, dates of the absence, reason for absence, physician's or parent's signature, and a contact number for verifying the excuse. **Only five days of absences during the school year will be excused with a parent note.** Any absence beyond five days, to be deemed an excused absence, requires the submission of a physician's or hospital's statement, court subpoena, order of governmental agencies, funeral notice or obituary. Further documentation as stated above may be required by school officials at any time for the purpose of validating that an absence may be excused.

If a student is hospitalized, or placed on extended medial leave, the parent should immediately contact the school to request the services of hospital/homebound teacher. Students approved for hospital/homebound services will not be considered absent from school.

Students who miss more than 10 days a year, excused or unexcused, for any reason, are not considered eligible for promotion. Students who accumulate more than five unexcused absences will be considered truant.

The school will contact the home of students that are absent from school through the use of an automated notification system. Students will be referred to the school social worker for frequent absences. Students that continue to be truant from school despite efforts made by the school to gain compliance with the attendance policy must be referred to juvenile court in accordance with O.C.G.A.20-2-690-2 and the Chatham County Truancy reduction Protocol.

BEFORE AND AFTER SCHOOL PROCEDURES

- Ensuring your child's safety and providing adequate supervision are important to our staff. No student should arrive at school before 7:55 a.m. unless special arrangements have been made with a particular teacher (i.e. tutorial). The school cannot provide supervision for students who arrive before 7:55 a.m.
- Upon arrival at 7:55 a.m. students should report directly to class or to the cafeteria for breakfast. Staff members will supervise all areas.
- Due to COVID-19 guidelines, parents will not be permitted to walk students to class the first week of school. Students must be dropped off at the car ramp and will be supervised by school staff as they walk to class.
- All bus riders will be dismissed in the afternoon as the bus routes are announced.
- The car ramp is located on the south end of the school. The school faces east. The entrance for the car ramp is located off Spring Lake Drive. Car riders are dismissed at 3:15 p.m. and should be picked up no later than 3:45 p.m. Parents must wait in the parent pick-up line and should remain in the car. No adult, other than assigned staff, is permitted in the area where the students are waiting. To ensure the safety of every child, cell phone use on campus is not permitted. Parents must display the assigned car tag on the passenger's side of the dashboard. If the official document provided is not displayed, the parent will be directed to park and provide proper identification in the office before the student is released. Two official car tags will be provided. Anyone who arrives in the car ramp to pick-up students must display one of the tags.
- Students may **not** be dropped off in the parking lot.
- Students will remain seated inside the gym or designated area until called by the car staff. Assigned staff will assist the students with safely entering the parked car.

Students are not permitted to cross the line of traffic to meet their parents in the parking lot or at any other location on campus. Seat belts are required by law and must be properly fastened around each student.

- **Parents are asked not to sign students out within the last 60 minutes of the school day.** This is valuable instructional time. If it is necessary that a student be dismissed within the last 60 minutes of the day, a note should be sent to the teacher that morning and be sure to arrive before 2:00 PM to the Front Office to sign the student out. Doing so will reduce interruptions to class instruction and allow the child's teacher to prepare the work the child will miss due to the early departure. Students will not be released from the office during dismissal when the car ramp is in operation. No early sign-outs will be approved after 2:00 pm.
- No visitors will be permitted on campus between 2:00 – 3:30 pm.
- When walkers and bike riders are dismissed, they are required to leave the campus immediately. Bicycles must be walked off campus.
- Students may only ride their assigned bus to and from school.
- All students must leave campus by 3:45 p.m. The school cannot provide supervision after this time.

BICYCLES

The law requires that all students wear safety helmets when riding bicycles. Students who ride bicycles to school are required to wear a helmet and to securely lock the bike in the bicycle rack provided. Bicycles must be walked, not ridden on school grounds. The school cannot be held responsible for stolen or damaged bicycles or missing accessories.

BOARD POLICY MANUAL

Board policies are available for review online at www.sccpss.com under the "Board" tab. Parents are encouraged to review these policies often. The school's media center may be used to access the website. Changes in the Board of Education Policies and Procedures or the Student Code of Conduct will supersede the procedures of this handbook.

BOOK BAGS

The Savannah-Chatham County Public School System requires that all book bags, tote bags, backpacks, athletic bags, and all other similar items have the contents clearly visible. The book bag requirement is in effect when the student is on any Board of Education property, at any school-sponsored event or activity, riding in any vehicle

operated by the Board of Education, or in any school safety zone. Bags may either be see through, clear plastic, or mesh. All mesh bags must be wide mesh, so that items inside the bags are clearly visible. Students in grades K-8 may not use book bags with wheels.

Handbags, purses, pocketbooks, and similar items must be no larger than 8 ½ x 11 inches (the size of a sheet of paper), and must not be large enough to contain a regular size textbook. These items do not have to clear or see-through if they meet the size requirement. The principal reserves the right to determine whether any item conforms to the policy.

Athletes that bring sports equipment to school must check the bag in with the coaches upon arrival at school. The athletic bag must be clear plastic or mesh.

CEREMONIES

Ceremonies to recognize student achievement will be held at the end of each nine weeks and a culminating end of the year. Bridging Ceremonies will take place for Kindergarten, 5th Grade, and 8th Grade in the month of May. Because of the size of our school, students will be allowed to invite a maximum of three guest to each ceremony.

COMMUNICATION PLAN

It is our goal to include parents in every part of the education program. Several forms of communication are used to keep parents informed about school events and the progress of their child. Our primary method of communication will be email and online websites. For example, a school newsletter will be sent to parents via email and posted on our website. The primary means for communicating student grades through Parent Access. Parents should carefully read this student handbook, all newsletters, and other notes and letters that are sent home in the communication folder each Wednesday. Teachers also use telephone calls, class web pages, e-mails, and informal notes home to communicate with parents. Progress reports and cards are the primary method for communicating overall progress. Parents are encouraged to monitor student grades weekly using the web-based Parent Access program. Parents should schedule conferences with teachers at least two times a year. Godley Station School utilizes a phone message delivery system that allows the school to call homes with a pre-recorded message about upcoming events and activities. It is the parent's responsibility to ensure the school has the most current contact numbers on file at all times to facilitate effective communication. Parents and guardians should ensure that they sign up for Parent Access for PowerSchool. PowerSchool provides access to students' online gradebook and other records information. You may sign up for this access by reaching out to the front office for assistance.

COMPUTER AND INTERNET USAGE AT SCHOOL

Each student is provided with a unique login and password. It is the student's responsibility to maintain the security of this information and not share it with others. Any student that is suspected of accessing or attempting to access inappropriate and/or obscene material from the internet will lose internet privileges for the remainder of the school year and be subject to disciplinary action. Students are responsible and accountable for all internet activity that occurs under their login. All students and parents are asked to sign the "acceptable use policy" at the beginning of each school year. Any off-campus computer or Internet usage that has an impact on the safe and orderly operation of the school is subject to disciplinary action (See Discipline Policy JD, Rules 2 and 6).

Bring Your Own Technology – Governed by Board Policy JCDAF-R(1):

Students may be permitted to use their personal electronic devices for instructional purposes and to access the District provided network/internet. Students must follow all directions given by school personnel in regards to using personal devices. Principals can alter, change, or deny the use of personal electronic devices at any time.

Students shall be personally and solely responsible for the maintenance, support, and security of their personal electronic device. The district shall not assume responsibility or liability for the theft, loss, or damage to personal devices, nor does it assume the responsibility for the unauthorized use of any device.

Devices must remain turned off unless being utilized for instructional purposes with the approval of the teacher. Students may not place or receive calls on personal cell phones while at school.

Note: If a student inappropriately uses technology, including but not limited to hand held devices and smartphone, the school administration or teachers will temporarily take the device from the child during school hours and return the device at an appropriate time to the parent or legal guardian of the child. Further, such inappropriate use of technology may prevent future use of technology at the discretion of the school administrator.

CONFERENCES – PROCEDURES FOR SCHEDULING

- Please contact your child's teacher by phone, written note or e-mail to request a conference. **Conferences are scheduled during the teacher's planning time two to three days each week.**
- Instructional time is valuable and may not be interrupted. Impromptu conferences during the school day are not permitted. This includes during arrival and dismissal time as teachers are required to monitor their classrooms and the hallway. Teachers are not permitted to stop and discuss matters with parents during instruction or while on duty.

DISCIPLINE

We believe that all teachers have the right to teach and all students have the right to learn. No one has the right to interrupt the process. Students should be in an educational environment that is safe, orderly, and supportive. Students are expected to conduct themselves properly and in accordance with the Student Code of Conduct. Parents should expect students to maintain acceptable school behavior. Cooperation and communication with parents is the key to a successful learning situation. Students will be held personally accountable for their behavior at all times when they are on any property of the Board of Education, attending school-sponsored events or activities, traveling to and from school, at a school bus stop, or riding as a passenger in any vehicle operated by the BOE or its representatives. These standards of conduct are mandatory and will apply uniformly to all students. Disciplinary consequences are assigned progressively, with consequences becoming more severe with each additional disciplinary referral.

GODLEY STATION SCHOOL EXPECTATIONS

Students are expected to display “**TeRRiFiCC**” character at all time.

T rustworthy	R espectful
R esponsible	F air
C itizens	C aring

STUDENT RESPONSIBILITIES

- Display good character
- Follow all school rules
- Be punctual and demonstrate excellent attendance
- Follow all established procedures for arrival to and dismissal from school
- Be prepared for school with all necessary materials, completed homework, and written communication (permission slips, notes, sent between parents and teachers, etc.)
- Conduct themselves quietly and courteously in the classroom, hallways, cafeteria, and all common areas of the building and grounds
- Follow established classroom rules, procedures, and directions
- Follow the directions of all staff members
- Report any problem they experience to the teacher and the parent immediately
- Comply with established consequences for inappropriate behavior
- Treat other kindly at all times
- Use good Manners
- All electronic communication devices will remain off and secured when on campus or on school transportation. The school will not be responsible for lost or stolen items.

Students may not bring these items to school:

- Any object which might inflict harm
- Candy, gum, sodas, or sunflower seeds
- Toys, games, cards, music players, cameras or any other item which may be disruptive to learning
- Any object that is unrelated to assigned learning task
- Any clothing that is in violation of the uniform policy
- Money, unless needed to purchase lunch or pay for special event, such as field trip
- Drugs, alcohol, tobacco, or drug paraphernalia
- Items for sale or for unauthorized distribution

*Note: Any unacceptable item brought to school will be confiscated. Items will only be returned to the parent. The school will not be responsible for confiscated or inappropriate items that are lost or stolen. Items not claimed within 30 days will be discarded. Dangerous items will not be returned to any person.

Students will not be permitted to engage in the following activities:

- Bullying (as defined in the Savannah-Chatham County Student Code of Conduct)
- Using abusive, inappropriate, derogatory, or profane language, gestures, or expressions
- Touching any student or adult with harmful intent
- Horseplay (playfully pushing, shoving, tapping, thumping, etc.)
- Exhibiting disrespect to any adult or student
- Disrupting the learning process
- Damaging or defacing school property
- Disruptive or unruly behavior
- Rude, unkind, threatening, or disrespectful behavior

ADULT RESPONSIBILITIES**Teachers will comply with the following procedures:**

- Review the Student Code of Conduct booklet on a regular basis with students
- Enforce all school rules and procedures outlined in the Student Code of Conduct
- Enforce the school's discipline plan
- Implement and enforce classroom rules and procedures
- Handle discipline problems in a calm and reasonable manner
- Keep parents notified of their child's behavior throughout the year and work with parents to address problems in a timely manner
- Reward students for appropriate behavior and model appropriate actions for them
- Teach, reinforce, and model good manners

Parents are expected to comply with the following:

- Acknowledge all school communications
- Attend parent programs and all scheduled conferences
- Support and enforce the school and classroom discipline plan as well as the Student Code of Conduct
- Review the Student Code of Conduct with their child and return the signed portion
- Supply the child with needed materials
- Teach their children responsibility for their classwork, homework, lunch money, books, and supplies
- Keep the school informed of current parent phones numbers and addresses
- Ensure that their child attends school all day each day
- Provide a picture ID to sign a child out from school
- Have a child at school all day everyday

In the event that a child is referred to the principal or assistant principal, administrators will comply with the following procedures:

- Follow due process procedures
- Notify the parent or guardian
- Follow the school discipline plan and the Student Code of Conduct, to include the following consequences:
 - Conference
 - Before and After School Detention
 - Parent attends class with student
 - Grounds Detention (with parent approval)
 - Suspension

IN SCHOOL SUSPENSION

Students are assigned to the In-School Suspension program by an administrator for serious behavior infractions. Students assigned will be removed from classes and isolated from classmates for the entire school day. A student's conduct grade will be affected by assignment to the ISS program. Students who are assigned to the program must comply with all rules and complete all assignments. Failure to do so may result in the student being suspended for the remainder of the assigned ISS days. Students assigned to ISS are not permitted to attend or participate in any extracurricular activity during their time in ISS.

SUSPENSIONS AND EXPULSIONS

Students suspended from school are not permitted to be on campus at any time during their suspension, nor are they permitted within the school safety zone or at school bus stops. Students suspended from school are not permitted to attend or participate in any extracurricular activities during their suspension from school. Parents are encouraged to

contact the teachers to arrange to pick up assignments that are missed. Otherwise, students will be assigned a zero for all missed assignments. An overall “U” in conduct will be assigned.

BUS CONDUCT AND DISCIPLINE

Bus schedules are available on the SCCPSS website. Riding a school bus is a privilege afforded to students living more than 1.5 miles from the school who can abide by the rules. The bus driver is in charge of the bus and its passengers. Students riding on school buses are expected to follow and adhere to all rules and policies of the Student Code of Conduct. Violations will result in temporary or permanent denial of bus transportation, as well as other consequences deemed appropriate by the school’s administrators.

Students are always expected to behave in an orderly manner while riding the bus and while waiting at the bus stop. Students must quietly sit facing forward in assigned seats, keep their hands to themselves, keep their body and all belongings out of the aisle, and talk quietly to the person immediately beside them. Students will be assigned seats based on age. It is not our desire to deny bus transportation; however, it is our responsibility to maintain safe and orderly transportation for all students. Unruly behavior, uncooperative behavior, throwing objects, and any other dangerous behavior, will result in immediate and permanent removal from the school bus.

Bus transportation prohibits students from going to destinations other than their assigned stop. Students will NOT be allowed to ride a bus other than their assigned. (Parent permission notes are NOT (accepted or applicable).

BULLYING AND HARRASSMENT

Bullying and sexual harassment, or harassment of any nature, will not be tolerated. All charges for bullying and harassment will be investigated, documented, and recorded in the student’s discipline file if substantiated. Per BOE policy JD-R, all students will be guaranteed a safe, non-hostile educational environment.

DRESS CODE

The purpose of our dress code is to ensure an atmosphere conducive to learning. Students must be dressed appropriately at all times. The school administration reserves the right to determine whether any student is dressed inappropriately and to take action to correct the infraction. Clothing items that are considered inappropriate will be confiscated and returned only to the parent. Items not claimed by the parent/guardian will be donated to a charitable organization, such as Goodwill, after 10 days. Students who arrive to school inappropriately dressed will be subject to consequences outlined in the Student Code of Conduct and will be offered one of the following options:

- Change clothes and remain at school.
- Remain isolated for the day (no more than twice per year).

- Return home accompanied by a parent.

The official school uniform is:

- **KHAKI or NAVY BOTOMS.** Solid khaki or navy shorts, skirts, skorts, jumpers, capri pants or pants/slacks (**no knit pants, tight fitting pants, jogging pants or cargo pants: no zippers or pockets on pant legs**). Bottoms must be worn and belted at the natural waist and made of standard uniform material (cotton and/or twill). No denim is permitted. Bottoms must have a finished hem. Shorts, skirts, skorts, and jumpers must be no shorter than three inches above the knee. Pants must fit at the natural waist. Oversized bottoms may not be worn.
- **PALE BLUE TOPS** (Pale blue may be referred to as baby blue, light blue, or sky blue). Tops may be polo-style shirts, collared blouses or turtlenecks, and may have the school insignia, but no other ornamentation. All shirts must be tucked. Tops must not expose any part of the midriff, lower back or undergarments.
- Only tights, hose, or socks may be worn. Tights and socks must be solid navy, black, or white with no design. Hose without design may be worn. Legging may not be worn as tights.
- All shoes must be enclosed and fastened/tied properly. No heelies, shoes with lights, toe shoes, or “Croc” type of shoes.
- Solid navy sweaters, windbreakers, or sweatshirts without hoods maybe worn over the uniform shirt and may have the school insignia, but no other ornamentation is permitted. No hooded sweatshirts are allowed. Sweaters and sweatshirts must be of appropriate size. Collared shirts must be visible under sweatshirts and sweaters.
- Jacket, coats, and other outerwear that are not considered uniform attire will be stored in the student’s cubby, or locker during school. Jackets and outer wear may not contain any reference to alcohol, violence, or drugs.
- No hats, caps, or sunglasses may be worn in the building.
- Belts must be worn if pants, skirts, skorts, or shorts have belt loops, Belts must be solid navy, black, or brown and worn inside the belt loops, Belt buckles must not be oversized, computerized or have any writing that is considered offensive.
- No oversized/ baggy garments.
- No oversized or distracting jewelry or accessories with inappropriate emblems or writing may be worn.
- Only solid white T-shirts, camisoles or undershirts may be worn under uniform shirts.
- Undergarments must not be visible.
- Students must wear the complete uniform to and from school if they are walkers, bus riders, or bike riders.
- Student ID badges must be worn by students in grades 6th – 8th. Badges must be worn on a lanyard around the student’s neck and visibly displayed while the student is on campus, riding a school bus, at a bus stop, and attending all school-sponsored events and field trips. ID badges are not the personal property of

the student and should not be defaced in anyway (writing, stickers, erasures, additional picture, etc.). Students are issued an ID badge at no charge. Replacement ID badges cost \$5.00 and must be purchased immediately if the original badge is lost, damaged, or defaced.

- Removable dental accessories may not be worn.
- Extreme hair color/style or jewelry that causes a disruption or interferes with the learning environment is not permitted. Hair color that is not a variation of a natural hair color is considered to be extreme. Excessive makeup or makeup that causes a disruption is not permitted.

Students at any school in the Savannah-Chatham County School System may wear:

- Khaki or navy bottoms that meet the requirements above.
- White tops with collars that meet the requirements above.

Occasionally, students will be permitted to attend school out of uniform. On such days, all dress code requirements still apply, including:

- Bottoms must meet the length requirements.
- Tops must be tucked in. Tops must not expose any of the midriff or lower back. Fishnet tops, halter tops, tube tops strapless tops, tank tops, spaghetti straps, and other forms of transparent or revealing clothing are prohibited and should not be visible at any time.
- No item worn may appear to be torn, defaced, or written upon.
- Clothing must not be distracting, revealing, or tight.

*Violations of the dress code, including ID badges, are level 1 offenses in the student code of Conduct. Repeated level 1 violations become Level 2 offenses.

DROPPING ITEMS OFF FOR STUDENTS DURING THE SCHOOL DAY

Instructional time is very valuable and will be treated as sacred. Any items (homework, ID badges, PE clothes, lunch, money, etc.) brought in during the school day will be placed in the mailbox of the student's teacher. Teachers will check their mailboxes during their respective planning periods, the front office staff will not call into the classroom and interrupt instruction to tell a student that their belongings have been dropped off. Parents and students are encouraged to make sure that the student has all belongings and schoolwork prior to leaving in the morning.

EARLY RELEASE

Leaving school early is strongly discouraged. If it is necessary for a student to leave school before the end of the instructional day, the parent or guardian must come into the school in person and sign the child out. **Students may not be released to anyone who is not specifically authorized on the child's registration form.** If a parent or

guardian who registered the child for school needs to update the list of authorized persons, the parent should meet with the Information Specialist to submit request in writing. **A photo ID will be required by anyone signing a child out from school.** In cases where the right to custody is in doubt, the school administration will require evidence that the person requesting the student is entitled to custody. All students must leave campus through the front office. Students are not released to anyone directly from a classroom. No one under the age of 18 may remove a student from school early. Parents are asked not to sign students out within the last 60 minutes of the school day. This is valuable instructional time. If it is necessary that a student be dismissed within the last 60 minutes of the, written notification should be sent to the teacher that morning. Doing so will reduce interruptions to class instruction and allow the teacher to prepare work to send home that the child will miss due to the early departure. A physician's statement should be provided.

ELIGIBILITY CRITERIA FOR ATHLETIC EVENTS

Eligibility criteria will be provided by the district at the beginning of each season.

EXTRA CURRICULAR STUDENT CLUBS AND ORGANIZATIONS

The school shall implement procedures to notify parent/ guardians annually of school-sponsored extracurricular clubs and organizations. This notification will provide to the parent the opportunity to withhold permission (opt out) for a student to join a club. For clubs/organizations started during the year, written permission (opt in) will be required from a parent/guardian prior to a student's participation.

This policy does not apply to competitive interscholastic activity per Georgia Law. Students who attend after school events must be picked up within 10 minutes of the conclusion of an event.

FIELD TRIPS

Field trips to enhance the instructional program are available to students. No student will participate in a field trip without written permission from the parent or guardian. Signed field trip slips should be returned by the student on the due date, **which is at least two day prior to the trip.** Students are not permitted to call parents to bring or fax field trip forms to school. Students in grades 6th – 8th must have a current, valid ID in order to participate in any field trips. Field trip participation may be denied for conduct grades below satisfactory. Students that register for a field trip will lose the opportunity to participate in that field trip if they violate the Code of conduct and receive OSIP or OSS for their misbehavior. Removal from a trip may result in the loss of some or all the trip fees. Parents are not allowed to ride the school bus to a field trip and may not transport his or her own child if the child is marked present at school.

GRADING

Students are encouraged and expected to meet the highest academic standards. Reading and writing are stressed across the curriculum. Grading and promotion are based on School Board Policy IHE.

Progress reports are sent home every four and one-half weeks to keep parents informed of student progress. The report should be signed by the parent and returned to the school. Parents are also encouraged to use parent Access, an online resource for monitoring their child's grades and attendance.

Report cards will be sent home every nine weeks. The report cards should be signed by the parent and returned to the school.

You may sign up for Parent Access for PowerSchool by contacting the front office for assistance.

KINDERGARTEN GRADING PRACTICES

The following grades will be used to report student progress on essential skills in the content areas on the kindergarten report card:

M = Mastery Shown I = In Progress NE = Not Yet Evident

Class assignments, homework assignments, make-up work, extra credit work, and student assessment activities should be used for computation of grades. Student assessment activities may include oral tests, teacher-made tests, nine week tests, research, and teacher observation. Final grades will be based on mastery of standards at the end of the school year.

The following final grades will be based on Mastery of standards at the end of the kindergarten school year and will be noted on the report card:

S = Satisfactory N = Needs Improvement U = Unsatisfactory

In order to be promoted to the first grade, the student must meet each of the following standards:

- a. Adequately applies the oral/written language, reading, and mathematics taught during the year as observed, demonstrated, or tested.
- b. Meets the requirement of the system's attendance policy. (Policy JBA)

*Note: The Measurement of Academic Progress Test for Reading will be used to assess kindergartners in their reading ability

FIRST – FIFTH GRADE GRADING PRACTICES

Numerical grades will assigned to the core subjects of Language Arts, Reading, Mathematics, Science, and Social Studies:

90 – 100 = Excellent Progress

80 – 89 = Satisfactory Progress

70 – 79 = Needs Improvement

Below 70 = Unsatisfactory Progress, Failing

Letter grades will be used for Art, Music, Band, PE, Computer and Foreign Language:

E = Excellent

S = Satisfactory

N = Needs Improvement

Teachers will calculate grades as follows:

1. Class assignments, projects, group participation, make-up work, and extra credit work will constitute 40% of the grade. Homework is assigned as an extension of classroom instruction for further practice of skills and application and will constitute 10% of the grade.
2. Student assessment activities including oral tests, teacher-made tests, nine week tests, term papers, teacher observation, and research should constitute 50% of the grade.

The final grade in each of the core subjects (Language Arts, Reading, Mathematics, Science, Social Studies, and Health) will be calculated by averaging numerical grades for the four marking periods.

The final letter grade in Art, Music, Band, PE, Computer and Foreign Language will be calculated by converting the four marking period grades to numerical equivalents and averaging the numerical equivalent to determine the final grade.

E = 3

S = 2

N = 1

U = 0

To be promoted, a student must:

1. Have a final grade of 70 or higher in Language Arts, Reading, Mathematics, Social Studies, Science, and Health. Attendance must meet policy requirements.
2. Meet the Gateway Promotion Requirements as directed by the Board of Education.
3. Multi-criteria are used to determine promotion/retention or waiver of every student.

Sixth – Eighth Grade Grading Practices

The following grading scale will be used to report student achievement in all school subjects:

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 0 – 69 = F

Teachers will calculate the grades for each of the following components to determine a numerical grade:

1. Class assignments, homework assignments, group participation, make-up work, and extra credit work should constitute 40% of the grade.
2. Student assessment activities including oral tests, teacher-made tests, nine-week tests, term papers, and research should constitute 60% of the grade.

To be promoted, the student must:

1. Have a final grade of 70 or higher in language Arts, Mathematics, Science, and Social Studies.
2. Have a final grade of 70 or higher in 75% of the total number of exploratory courses taken. Each nine-weeks of a semester or yearlong course will be considered as a complete exploratory for this purpose.
3. Meet the requirements of the system's attendance policy. (Policy JBA)
4. Meet the Gateway Promotion Requirements as directed by the board of education.
5. Multi-criteria is used to determine promotion/retention or waiver of every student.

MAKE-UP WORK

A student who has returned acceptable written documentation after an excusable absence may make up assignments missed within five days upon his/ her return to school. It is the student's and parents' responsibility to make these arrangements. All make-up work must be submitted by the deadline. If the student fails to submit the make-up work, a score of zero will be entered for each assignment missed.

EXTRA CREDIT WORK

Extra credit work is given at the discretion of teachers, based on individual cases.

GRIEVANCE PROCEDURE

Parents with concerns or questions about school-related matters should first contact their child's teacher, if after speaking with the teacher, the concern has not been resolved, and the parent should schedule a time to meet with the assistant principal or counselor. Finally, if the problem still has not been resolved, the parent should put the concerns in writing and schedule a meeting through the school's secretary with the principal. By receiving concerns in writing, the principal will be able to research the problem prior to meeting with the parent.

HALLWAY TRAFFIC

Instructional time is precious and is considered sacred. Students are expected to be in class and engaged in instruction at all times. To ensure safety, teachers are expected to directly supervise students, except for regularly scheduled class changes, student traffic outside classrooms should be absolutely minimal. Students will visit the restrooms on a sufficient and regular basis and should not expect to be dismissed from class individually for that purpose. Teachers will provide written hall passes anytime a student leaves the classroom. Any traffic outside a classroom, other than for emergencies, will be considered unnecessary and unacceptable.

HOMEWORK

Homework will be given by each teacher every Monday – Thursday. A student may also have homework over the weekend. Homework is an extension of classwork and should be challenging and meaningful. Homework will be used to reinforce skills taught at school, not to introduce new content. Parents should check all homework to make sure that it is complete and accurate. It is understood that the amount and type of homework may vary with individual students. Homework will be assessed by the teacher and incorporated into the student's grade.

IDENTIFICATION BADGES

The SCCPS Student Dress Code requires that students in grades 6th – 12th maintain and visibly display a current, valid school ID. This ID badge must be worn on a lanyard around the neck while on campus, on school busses, and at school sponsored events. The school will provide each student with an ID badge and lanyard at the beginning of the year at no charge. If a student loses, defaces, or otherwise destroys the badge, a replacement must be purchased immediately. The replacement charge is \$5.00. Failure to be in compliance with this portion of the dress code will result in appropriate consequences ranging from lunch detention to administrative detention to in-school suspension.

ILLNESS AND INJURY AT SCHOOL

If a student becomes seriously ill or is injured at school, the parent will be contacted by the nurse. The parent will be expected to pick-up the child in a timely manner. It is imperative that parents provide the school with current phone numbers (home, work and emergency numbers). Minor illnesses and injuries will routinely be addressed in the classroom. If a child has circumstances requiring care of the nurse for minor illnesses and injuries, please send a note to the child's teacher.

STUDENT MEDICATIONS

During the school day, students may need doctor-prescribed medications for the treatment of chronic disabilities and illnesses. For our students' safety and pursuant to Savannah-Chatham Board of Public Education policy JGCD-R, the parent or guardian must follow these steps before the nurse or can administer medication to a student:

- The medication must be brought to the school in the pharmaceutical prescription bottle and presented to the nurse by the parent or legal guardian.
- The parent or legal guardian must complete and sign the approved medical form authorizing the nurse or designee to administer the medication.
- Medications must be dropped off between 8:00 a.m. – 3:00 p.m.
- Medications may not be dropped off in the front office.
- Students may self-administer certain medications (Inhaler, Epi-pen) and carry them on their person if the parent, physician, and student complete the “Authorization for student to carry a Prescription Inhaler or Auto-Injector Epi-pen” form.
- Students may not bring any medication, including over the counter medication, to school, nor may they self-administer any medication. Such medicines include, but not limited to cough drops, aspirin, Tylenol, or antacids.
- The school may not provide over the counter medications to students.
- Medicine not picked up by the last day of school will be discarded.

LOST AND FOUND

Students should mark belongings with their full name so that coats, hats, book bags, etc. can be returned if lost. The lost and found box is located in the cafeteria. Unclaimed items will be donated to Goodwill at the end of each marking period.

MANDATED CHILD ABUSE REPORTERS

All school employees who have reasonable cause to believe that a student under the age of eighteen has been physically injured other than by accidental means; neglected or exploited by their parent, caretaker or other person; or sexually assaulted, is required by law to immediately report such information. Having reasonable cause does not necessarily mean that the employee suspects abuse. It may simply mean that a sign is present that requires reporting, even if the employee believes abuse is not likely.

MEDIA CENTER

The media center and all materials therein are available to all students. Students are expected to return all materials by the due date and in the same condition. Fines may be imposed in the event that borrowed materials are damaged or lost. Students are not permitted to check out additional books if they have outstanding fines. Parents are encouraged to utilize the resources in the school media center.

PARENT TEACHER ASSOCIATION

The PTA is a vital part of our school community. We encourage all parents and guardians to become active members of our PTA. This is a great way to support the children, our teachers, and the school as a whole. Dues are \$5.00 per individual.

PARTIES AND CELEBRATIONS

Parties and celebrations of any kind are only permitted when they relate to and support the curriculum. If you are planning to send a special snack to share with the class at lunch to celebrate a special occasion, please make arrangements with the teacher in advance. Such snacks must be shared in the cafeteria after lunch is consumed. Please do not send balloons, flowers, or gifts to school. Instructional time will not be interrupted or compromised.

SCHOOL GUIDANCE DEPARTMENT

Godley Station School offers various connection classes. Some of the classes include:
Physical Education and Health

Music

Chorus

Art

Spanish

Band

Engineering

SCHOOL GUIDANCE DEPARTMENT

Godley Station School has three full-time counselors who strive to provide a comprehensive, developmentally appropriate guidance and counseling program to all students. School counselors are specially trained, certified professionals who must hold at least a Master's degree in School Counseling. Our counselors help students reach their academic potential by providing the following services: classroom guidance; small/large group counseling; individual counseling; parent/teacher consultation and collaboration; and making appropriate referrals to other agencies. Students, teachers, and parents may refer a child to the school counselor by completing a counseling referral form. Parents may schedule a conference with the counselor by calling 395-6002.

SCHOOL NUTRITION PROGRAM

A nutritious breakfast and lunch are available in the school cafeteria and students are encouraged to take advantage of these programs. Students may bring a nutritious lunch from home for consumption in the cafeteria. Parents may pay for meals at www.myschoolbucks.com. Parents who wish to apply for free or reduced-price lunches for their children may do so by completing an application (one per household) and returning the form to the school or submitting forms to the Food and Nutrition office at 208 Bull Street. Parents will be notified by the system's Food and Nutrition Services department when the forms are approved.

SEVERE WEATHER PROCEDURES

In the event of severe weather or other emergency situations, the Savannah Chatham County Public school system may find it necessary to dismiss school early. Students will depart by their standard dismissal method. Please discuss your family's plan for such occasions regularly so that your child is prepared to arrive home safely on such days. If your child is a bus rider, he or she needs to clearly understand where to go and what to do once departing from the bus. It is critical that the Information Specialist have the best contact number properly entered into the computer system so that the parent receives the automated phone notification. Parents are encouraged to verify the number with information Specialist throughout the school year.

TARDINESS

Punctuality is important. Our school staff pledges to utilize every moment to offer the best education possible. We need all students settled and ready to learn as soon as school begins. Car riders should arrive at least 5 minutes prior to the 7:40 bell. A students entering the building after 8:00 a.m. will be considered tardy and must have a parent sign him or her in to school. Persistent tardiness will be referred to the school social worker. Walkers who are tardy will be dismissed from the classroom with the last group at 2:55 p.m.

TELEPHONE USE

Students are not permitted to use the school phone. Parents should only expect to leave telephone messages for students in emergency situations. Plans for the day, or changes in plans, should be made at home before your child leaves each day, or changes in plans, should be made at home before your child leaves each day. Unless written documentation for a change in transportation is provided, your child will follow his or her usual form of transportation. **Phone calls will not be transferred to the classroom during instructional time.** Students may **not** use cell phones to make calls or send messages at school.

TEXTBOOKS AND FINES

Textbooks and other reusable materials and equipment are issued free of charge; however, it is the responsibility of each student to use textbooks and equipment carefully. Abuse, damage, or loss of equipment, books, and other materials assigned to, or used by, students may result in fines to repair or replace the item.

Students are expected to pay textbook fines. Students and parents should report any damage when they sign for the book at the beginning of the year. According to Board Policy, textbook fines must be paid before another book is issued, a report card or record is released, or new books are issued the following year.

UNSTRUCTURED BREAK/RECESS TIME

Schedules will include a ten minute, unstructured break. The teacher will supervise the break and may withhold it for discipline, safety, or academic reasons. The purpose of the break is to provide opportunities for physical activity. See BOE Policy IDEA. Grades K-5 will participate in daily recess (excluding inclement weather days).

VISITORS TO SCHOOL

All visitors must report to the office immediately upon arrival at school and must receive, and wear, a visitor's pass. Parents who need to confer with a teacher should contact the teacher to schedule an appointment so that the instructional day is not interrupted. Instructional time will not be interrupted for unscheduled conferences. The office staff will call students to the office if the parent needs to speak to the child. Parents are welcome to visit and observe any class provided that their visit is pre-arranged with the teacher, does not cause a disruption to the learning environment, and does not interfere with the teacher's instruction. Visitors to the school must sign-out in the school office before leaving the campus. Please refer to Board Policy KM.

VOLUNTEERS

Parents are strongly encouraged to volunteer regularly. Volunteers are needed throughout the school. Parents wishing to volunteer should contact the PTA or child's teacher. She will discuss opportunities that are available on any given day. Volunteers should sign in at the office and then report to the media center to obtain an assignment and sign the volunteer book.

Example of volunteer tasks include:

- working with students
- reading to small groups of students
- assisting the nurse
- leading fitness activities
- assisting with special events
- running copies
- preparing instructional materials

OTHER IMPORTANT NOTIFICATIONS

ASBESTOS NOTICE

The 1986 Asbestos Hazard emergency Response Act (AHERA) required annual notification of any asbestos containing building materials (ACM) within the school system. Under certain conditions, asbestos fibers could cause a health problem. Therefore, in order to minimize any hazard, an Asbestos Management Plan has been developed for each school. Each facility has an Asbestos Management Plan available, which identifies the location of ACM in the facility, available for public viewing during regular hours of operation. If you have any questions, please call Maintenance and Operations at 201-5563.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 requires that schools maintain confidentiality of a student's educational record. Any information that pertains to a student's educational record, including grades, educational placement, and discipline, will only be discussed with the parents/guardians of that student. Parents may obtain copies of their child's permanent record by submitting a written request to the counselor's clerk and showing a picture ID. Please allow 24 hours for your request to be processed. In the case of disciplinary situations, parents are not entitled to know what consequences were assigned to children other than their own.

GIFTED TESTING AND NOMINATION

Referral of potentially gifted students enrolled in Savannah Chatham Public Schools is made by classroom teachers, counselors, administrators, parents, or self.

Two types of referrals may be made:

1. Automatic- (a) the automatic referral process provides all students in grades kindergarten through eighth who score at or above the 90th national age or grade percentile on the composite or total mathematics on total reading of the ITBS test to be referred for further evaluation. (b) Automatic referral process provides all kindergarten students who score in the high response range on the annual "Planned Experience" the opportunity to be referred for further evaluation.
2. Reported – A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, or self.

Any public-school student referred as potentially gifted, either through the automatic or reported process will be observed by the regular classroom teacher (s) or team. Data is collected in ten areas of giftedness: motivation, interests, communication skills, problem-solving ability, memory, inquiry, insight, reasoning, imagination/creativity, and humor. Observations of characteristics are documented during a two-week period.

SCCPSS Gifted program specialists confer with classroom teacher(s) or teams at the beginning and end of the two-week observation. Classroom teachers will complete a GIFTED OBSERVATION CHECKLIST referral form that will be used in the decision to test the student. Teachers will write examples of how the student meets the criteria listed on the reverse of the GIFTED OBSERVATION CHECKLIST form. Students who are referred for testing should have 5 out of 10 cells filled with information indicating strengths in the specified areas.

In addition to the GIFTED OBSERVATION CHECKLIST form, current assessment data, class work samples, and grades will be collected.

Nomination Committees will be comprised of the lead gifted specialist will not be on a team involving students from their own school site.

TESTING

SCPSS Implementation of State Board of Education Rule 160-4-2-38

- Students must be enrolled in the Savannah-Chatham Public Schools to be tested for the SCPSS Gifted Program.
- The student must qualify in three of the four categories.
- Information will be gathered in each of the four categories.
- Any piece of information used to establish eligibility shall be current within two years.
- Data gathered and analyzed by a source outside the school system shall be used only in the mental ability or achieve or achievement categories.
- Any data used in one area to establish a student's eligibility shall not be used in any other category.

CALENDAR 2021-2022

Holiday for All	July 4th
Teachers Return – Pre-planning	July 29th – August 3rd
Students Return – First day	August 4th
Labor Day Holiday-Holiday for All	September 6th
Holiday for Students/School Staff	October 8th
Staff Planning Day/Student Holiday	October 11th
Veterans Day-Holiday for All	November 11th
Thanksgiving Holiday for Students/Staff	November 22nd – 24th
Thanksgiving Holiday (All)	November 25th-26th
Winter Break (School Staff/Students)	December 20th – 31st
Winter Holiday (Holiday for All)	December 23rd- 24th
New Year’s Eve (Holiday for all)	December 31st
Staff Planning/Student Holiday	January 3rd
Beginning of 3rd Marking Period	January 4th
MLK Holiday (Holiday for All)	January 17th
Staff Planning/Student Holiday	February 21st
St. Patrick’s Day Holiday for Students/Staff	March 17th – 18th
Spring Break (School Staff/Students)	March 28th-April 1st
Spring Holiday (Holiday for All)	April 15th
End of Fourth Quarter - Last Day of School	May 24th
Post Planning Days	May 25th-27th
Memorial Day Holiday For All	May 30th

NOTES PAGE

PARENTS / STUDENT SIGNATURE PAGE

The student and parent/guardian have been provided with the Godley Station School 2019-2020 Student Handbook and understand it is their responsibility to read, understand and adhere to the guidelines within, in addition to the SCCPSS Student Code of Conduct.

This page must be returned to the child's teacher.

Parent's Signature	Date
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Parent's Signature	Date
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Student Signature	Date
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Please remember:

- Transportation changes can only be approved if submitted in writing.
- No student should be signed out after 2:00 p.m.
- Anyone picking up a child from the office must present a picture ID.
- Car riders will only be released to those with an official car badge.
- Students are expected to remain in class all day. Physician excuses should be provided for any appointments that occur during the school day.