

Esther F. Garrison School for the Arts

649 West Jones Street

Savannah, GA 31401

Phone: (912) 395-5975 | Website: garrisonarts.sccpss.com

 @GarrisonArtsSAV



Student-Family Handbook

2024-2025

STRONGER TOGETHER: MAKING IT HAPPEN

School Vision:

*From artistic expression to academic success,
Esther F. Garrison will provide a learning environment that engages learners, nurtures
creativity, builds community, and prepares students for success in the 21st Century.*

School Mascot

“The Gator”

School Colors

Black, Kelly Green or White Tops

Khaki or Black Bottoms

White/Green/Gold Plaid #61

School Hours

7:45 a.m. – 8:15 a.m. Arrival Time

Tardy bell 8:15

8:15 a.m. – 3:15 p.m. Instructional School Day

3:15 p.m. – 3:35 p.m. Dismissal Time

Mrs. Aysha Parks, Principal

Mr. Stephen D. Ailes, Assistant Principal

Savannah Chatham County Public School System

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

***Vision:** From school to the world: All students prepared for productive futures.*

GARRISON PLEDGE

As a Garrison Gator,
today I will respect myself and others,
be honest, caring and kind,
act responsibly,
and be prepared to learn creatively and think critically.

Message from the Principal

Welcome to Garrison School for the Arts, Home of the Gators.

We welcome you back to the 2024-25 school year. We have made such amazing strides and each year gets better. We understand the need for building relationships as we CONSTRUCT CREATIVE FUTURES! This year, we will continue being stronger together while making a difference in our school and our community. We are the difference in our learning. We are the difference in the fine arts. We are making differences by focusing on student and staff mental health. Parental involvement makes the difference. We will make the difference as we focus on transitions that make it easier for our gator families to engage. We look forward to your continued partnership as we collaborate with you to CONSTRUCT “Artists Acting Creatively and Thinking Critically!”

We are a school with a proud history of creative and academic achievement. Our staff is committed to teaching and learning at high levels. Our administration is eager to work alongside an outstanding teaching and support staff. We will continue to work diligently with parents to create an engaging atmosphere that is conducive to learning, while offering a highly effective instructional program that will allow students to exceed state and national standards. Community involvement, traditional values, innovative teaching/learning and hard work are our standing beliefs. We believe it is our responsibility to provide each child, each day, with a caring atmosphere that fosters their ultimate success. Working together, we will ensure your child experiences a wonderful school year as we return to the school building together.

Please read through this *Student and Family Handbook* carefully and become familiar with Garrison’s expectations and guidelines. It has been carefully prepared to explain the school’s policies, procedures, rituals, and routines. Working together this year, we will offer our students the best possible instruction in a kind, supportive environment. This handbook is intended as a support for maintaining the culture of Excellence our students deserve.

Thank you for trusting your child’s education to us. Please call if you have any questions or concerns at 912-395-5975. I welcome your input through the year as we, the school and the community, put in the work to build success for our children! **CONSTRUCTING CREATIVE FUTURES IS WHAT WE DO!**

Best wishes for an exciting and productive school year! Go Gators!

Aysha S. Parks
Principal

History of Esther F. Garrison School for the Arts

Esther F. Garrison School for the Arts is aptly named for the inspirational woman whose name it carries, Esther F. Garrison. Relocating to Savannah in 1942, Mrs. Garrison immediately became an active and vocal advocate for the education of our most precious resource, our children. Because of her passion, she fought relentlessly, not only for increasing the quality of the public education system in Savannah, but also so that all children, regardless of their ethnicity, could be the beneficiaries.

Her untiring work, dedication, and positive impact on the community, earned her appointment to Savannah's Board of Education, making her the first Black female to hold this position. She was subsequently re-elected for four terms, elected by her constituents to serve as Vice President Tempore of the Board, and subsequently served as Vice President. Her service on the Board of Education spanned 20 years. Her commitment to service and equality was also shown by the more than 28 years she served as secretary of Savannah's NAACP.

Having touched innumerable lives, Mrs. Garrison died on February 21, 1987 at the age of 73, but her legacy of excellence in education continues today as evidenced by the ethnically and artistically diverse students our school is proud to serve.

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I. REGISTRATION AND STUDENT RECORDS

Power School

PowerSchool Parent Access is a key component to stay up to date with your child's grades and progress. Please see the Information Specialist to gain access. Students in grades 4 – 8 will be given access by their teachers and it is the expectation at Garrison that they will check Power School weekly.

Address or Phone Number Changes

Parents/Guardians are to inform the Information Specialist of any change in address or telephone number as soon as a change occurs. This is imperative for communication and to ensure the safety of your child in the event of an emergency.

Attendance – (Policy JBA)

Regular and punctual attendance at school is critical for the academic success of our students, therefore students are expected to attend 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/Guardians are required to provide the school with a written excuse on the day the student returns for the absences (s) to be considered excused and for make-up work to be provided.

Written excuses must include:

- The student's full name.
- Date(s) of absence.
- Reason for absence.
- Physician's or parent's/guardian's signature.
- Contact number for verifying the excuse.

Five days of absences per school year will be excused with a parent/guardian note. Any absence beyond 5 days must be from a physician, hospital, court subpoena, order of a government agency, or accompanied by funeral notice or obituary to be excused. Further documentation as stated above may be required by school officials at any time for validation.

Upon returning to school, the student has five days to make up assignments. All make-up work must be submitted within the due date. If the student fails to submit the make-up work, a score of 0 may be entered for each missed assignment.

Students in grades K-8 who accumulate more than seven (7) absences, including those excused and unexcused in either semester or fifteen (15) excused or unexcused absences in a year, will not be promoted unless the site-based attendance committee excuses the absence.

II. ARRIVAL OF STUDENTS

Car Rider ARRIVAL Procedures for 2024-2025

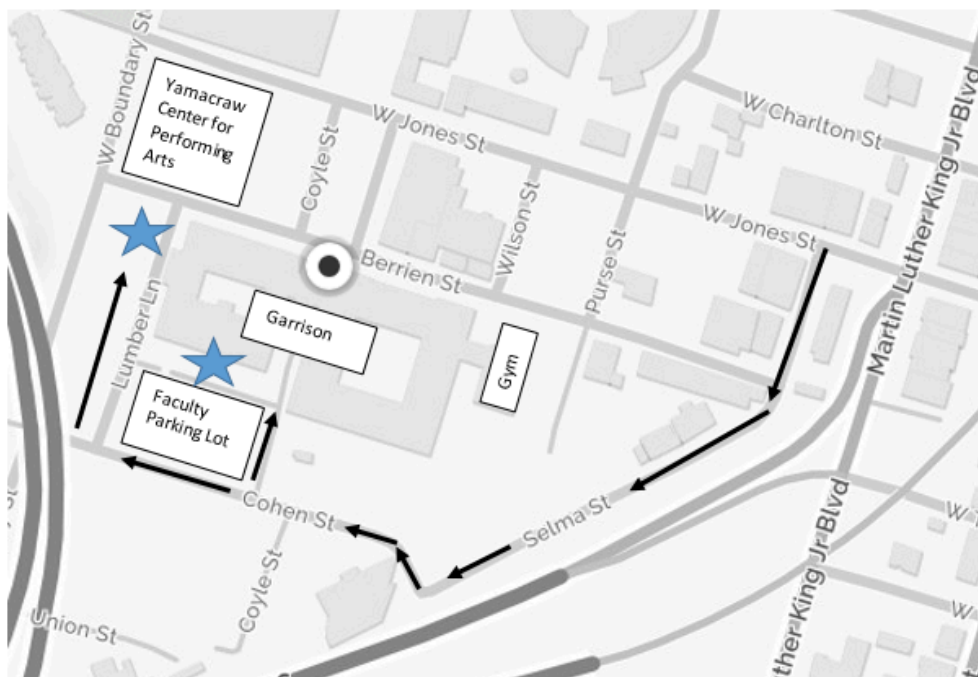
Parents/Guardian of students in grades Pk – 6th may select one of two routes (Route A or Route B) to drop off students. Parents/Guardians may drop off at either drop area, it is a parental choice. Both areas are accessed from the back of the school.

Students in **Grades 7-8** will be dropped-off at **Route C** only.

Note: Older siblings can be dropped off with younger siblings in Route A or B.

Route A: Jones to Selma (around by Savannah Station), you may then drop off at the teacher parking lot or turn on Lumber Lane.

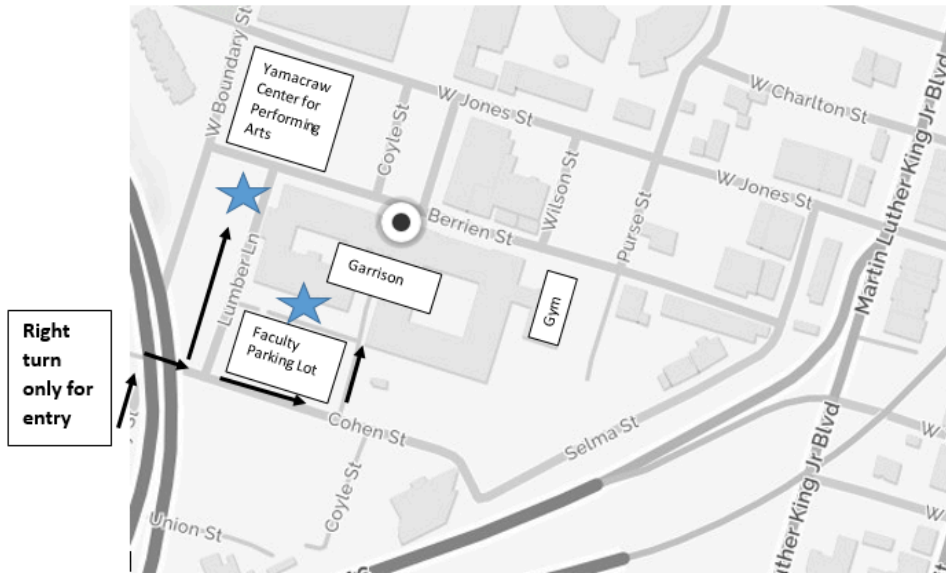
**All cars exiting will be directed to take a right on Boundary headed north towards Louisville Road. **



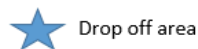
Arrival Procedure Route A

★ Drop off area

Route B: Gwinnett to Boundary turning right on Cohen, you may then drop off at the teacher parking lot or Lumber Lane.



Arrival Procedure Route B



****All cars exiting will be directed to take a right on Boundary headed north towards Louisville Road. Overflow will be directed to Purse Street.****

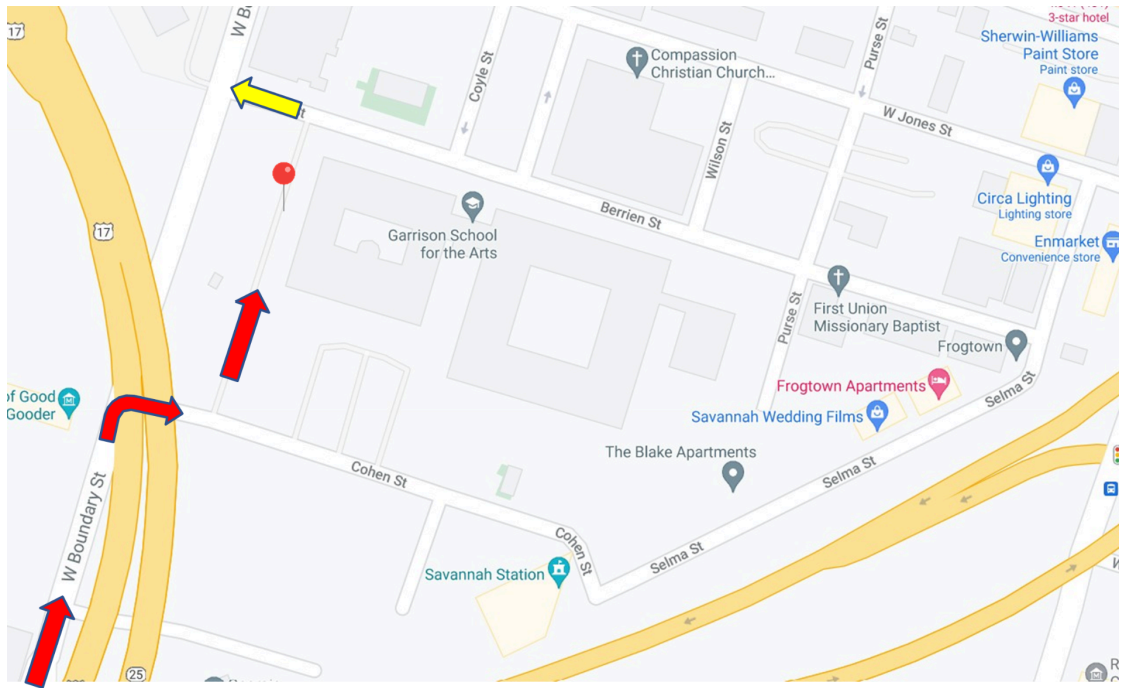
Dismissal Maps

Note for Carpools and Siblings: Older students should report to the youngest student's pickup location. For example, a Kindergarten student and 3rd grader are riding home together. The 3rd grader would report to the Kindergarten pickup area and sit with that student.

Pickup Route for Grades: PK, K, 5, and 6

From I-16 or Gwinnett Street, take the ramp (I-16) or turn (Gwinnett) onto Boundary Street. From Boundary Street take a RIGHT onto Cohen Street (drivers will not be able to take a left onto Cohen from Boundary). Please do not pass cars waiting in line unless directed to do so. Take a left into the gate which leads to the (Boundary Street) side of the building. Drivers will exit by taking Berrien Street to Boundary Street.

See arrows below (red pick-up, yellow exit):

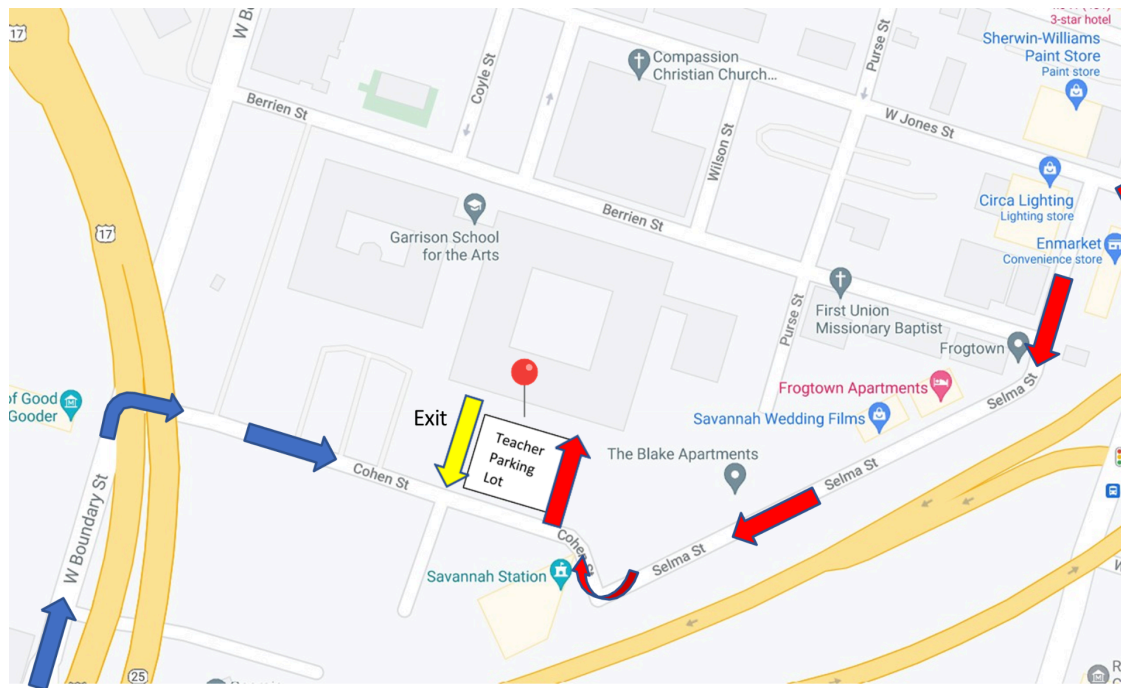


Pickup Route for Grades: 1, 2, 3, 4:

There are two options to enter this pickup area:

Option 1 (red arrows): Turn onto W Jones Street from Martin Luther King, Jr. (MLK) Blvd. Take the first left onto Selma Street (it runs right behind the Enmarket). Follow Selma Street around (you will pass Savannah Station). At the hard curve, the street turns into Cohen Street. Take the first right into the faculty parking lot. You will follow the traffic route to exit the lot back onto Cohen Street.

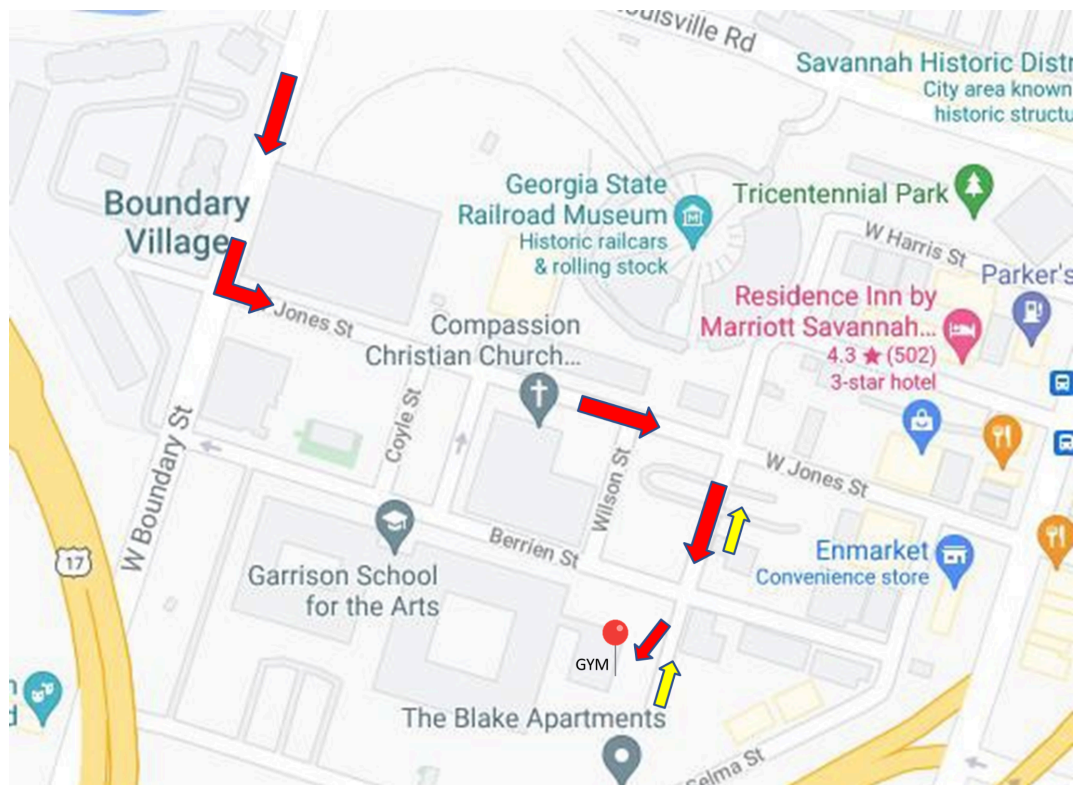
Option 2 (blue arrows): From I-16 or Gwinnett Street, take the ramp (I-16) or turn (Gwinnett) onto Boundary Street. From Boundary Street take a RIGHT onto Cohen Street (drivers will not be able to take a left onto Cohen from Boundary). Take a left into the gate which leads into the faculty parking lot (backside of the building).



Route C: Pickup Route for Grades: 7th and 8th

From Liberty Street or Louisville Road, turn onto Boundary Street. Take a LEFT onto W. Jones Street. Pass the school and Compassion Christian Church and take a RIGHT onto Purse Street (left turn off of Jones will not be allowed in order to keep the flow of traffic). Follow Purse Street until you get to the gym side of the building and pull into the gated area. Once you have your student, pull back out onto Purse Street and take it to W. Jones Street.

See arrows below (red pick-up, yellow exit):



Y-Base Students

Students who are registered for Y-Base will report to the cafeteria when dismissed and picked up from the front of the school.

Bicycle Riders

The law requires that all students wear safety helmets when riding bicycles. Along with a safety helmet, students must lock bikes in the rack or area provided. Bicycles must be walked on school grounds. The school is not responsible for stolen or damaged bicycles or missing accessories. All bike riders are to register in the main office and are to check out with an adult on duty before leaving the school grounds.

Bus Rider Dismissal

Starting around 1:30 pm, buses begin to arrive at the school preparing to transport students home. Buses will park on the inside of the circle closest to the sidewalk and start at the most northern point on the main entrance loop on the east side.

At approximately 3:10 pm, Pre-K through 2nd grade students who are bus riders will be called and walked to the buses by staff, 3rd through 6th grade will be called next and the final round of students will be 7th and 8th grade students. Staff use a board with bus numbers to represent the bus route and its location on the bus ramp. Loading is started with the first bus and continues through the last bus until all

students have been loaded. A final call for students riding buses is made over the intercom to ensure students do not miss their buses. Students are not allowed to return to school for items once they have exited the building. Parents/Guardians are not allowed to take their child off the bus. Buses will be dismissed to leave and use Jones Street to exit towards Boundary Street.

Riding the bus is a privilege. Students and their parents/guardians are responsible for appropriate behavior on the school bus and at the bus stops. All school policies apply and appropriate behavior is expected on school buses. In the event of inappropriate behavior, bus riding privileges may be denied. If bus transportation is denied due to behavior, it is the responsibility of the parent/guardian to provide transportation for their child.

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 bus. In the event of a one-time circumstance to change a bus, a note must be sent to school and signed by the Principal or Assistant Principal for the student to be permitted on the bus. In a long-term case, parent/guardian must notify SCCPSS Transportation to make temporary change arrangements.

The Savannah Chatham County Public School System will provide transportation for SCCPSS students and they, in addition to Garrison's administration, require that students adhere to appropriate behavior guidelines. Additionally, the SCCPSS sets high standards of conduct for its drivers and parents/guardians are to notify administration of any unprofessional conduct of bus drivers. Administrators will, in turn, notify the appropriate officials.

Tardiness

Every moment of instruction is important. Students need time to walk to their classroom before the school start time. The instructional day bell rings at 8:15 AM. After the bell rings, parents/guardians are required to bring their child inside the school building to sign their child in at the tardy table which will be located in the front lobby. The child will be given a tardy pass.

Unexcused tardies, though due to circumstances beyond students' control, result in consequences for the child, including loss of instructional time which could impede academic performance. Therefore, parents/guardians are strongly encouraged to ensure that students arrive at school on time. In any one marking period, persistent, unexcused tardies will result in parent/guardian contact being made using the following table:

- 5 tardies in a marking period will result in a letter sent home,
- 10 tardies in a marking period will result in a call from the attendance committee,
- 15 tardies in a marking period will result in a home visit by the school social worker and school resource officer,
- 20 tardies in a marking period may result in a Juvenile Court Referral.

Excused tardies include doctor's visits with written doctor's excuse, school bus delays, and others as determined by the principal. Excused tardies do not follow the consequences listed above.

Early Dismissals (Signing out students before the end of the day)

If a student is to be dismissed from school early, he or she is to bring a note from a parent/guardian which includes a daytime telephone number of the parent/guardian. The note should be given to the homeroom teacher. Students will be called to the main office when their pick-up arrives and may only be signed-out by those indicated in our school records along with a parent note. All persons picking up students early will be required to present a valid government ID to front office staff.

Please be aware that frequent early check-outs (before 2:00 pm) could be considered absence from instruction and referred to the school social worker. Students should not be signed out after 2 pm.

Late Pick-Up of Students

At 3:40 a student who has not been picked up is considered late pick-up. The parent/guardian must come to the front lobby, check-in with the teacher who is supervising and sign that the child has been picked up.

Persistent unexcused tardies, early dismissals, and late pick up will result in parent/guardian contact as follows (per 9-week marking period):

Number of offenses	Consequences
4th offense per Marking Period	Phone Call with the Attendance Committee,
8th offense per Marking Period	Conference with Attendance Committee
9 +	School Social Worker Referral

III. SCHOOL PROCEDURES AND GUIDELINES

Communication

Communication is an important component to the success of your child's education. Communication is available in the following ways:

1. **Smore:** Weekly parent newsletter sent electronically.
2. **Peachjar:** Peachjar is an online communication platform that streamlines school-to-home communication by distributing vital school updates and community resources directly to parents/guardians as digital flyers. Parents/Guardians can access these documents through email and the school web page clicking the Peachjar link.
3. **Phone Call-Out System:** Your family's registered phone number is tied into our Parent Connect call-out system. Administration will conduct reminder notices and announce upcoming events and programs. This system will be used regarding notification of emergencies.
4. **Mass EMail System:** Your family's registered e-mail address is also tied into our Parent Connect System. Please make sure information is updated and accurate to remain connected through email.
5. **The School Website** is where you will find updated school-wide information, a calendar of events, arts webpages, athletics, clubs, and PTA information, school resources, individual teacher webpages and much, much more. The address is: www.garrisonarts.sccpss.com
6. **The District Website** is where you will find district-wide services, calendars, events, school board information, school resources, contacts, and more. The address is www.sccpss.com
7. **PBIS Rewards:** Faculty and staff will use the PBIS app and email system to communicate with parents/guardians to share updates, reminders and other pertinent information. Homeroom teachers will share information with parents/guardians on how to access the PBIS Rewards parent system.
8. **Student Agendas:** Students in grades 4 through 8 will be provided a student agenda. Students will use this to record homework assignments. Agendas are a great resource for teaching organization, personal management, and responsibility with regards to homework, due dates, test dates, special events and programs, and messaging to parents/guardians. Teachers may conduct agenda checks to award extra credit.
9. **PowerSchool and Parent Access:** Parent/Guardian and student (grades 1 – 8) are expected to monitor student grades on PowerSchool.
10. **Parent/Teacher Conferences:** To foster a true sense of partnership between the student, teacher, and parent/guardian, student, and parent/guardian are expected to attend conferences. Please note

that conferences must be scheduled. Walk-in conferences and unexpected visits with the teachers will not be permitted.

11. **Facebook/Instagram:** Schoolwide reminders and information can also be found on our Facebook and Instagram pages: @GarrisonArtsSAV
12. **Bright Space:** A digital learning platform for students, teachers and parents designed to provide a streamlined user friendly learning experience. In addition, itslearning will also be utilized during any days missed due to unscheduled school closures, example: inclement weather.

Delivering Items for Students during the School day

Instructional time is valuable and should not be interrupted. Any items (homework, ID badges, PE clothes, lunch, money, etc.) brought in during the school day are to be delivered to the main office. The front office will send an email to the student's teacher letting them know that an item is in the office. Office staff will contact the teacher, but will not interrupt classroom instruction to tell a student that their belongings have been dropped off.

Parties and Items for Celebrations

Birthday parties may not be held in the school cafeteria during lunches. However, students may bring in a store-bought treat to share with their classmates with the teacher's permission after lunch. The district Wellness Policy states that: *Only food prepared by and purchased from licensed food service establishments may be served to students. The exception includes food harvested from school gardens that follow Good Agricultural Practices (GAPs) and Good Handling Practices (GHPs) during growing, harvesting, and serving. Any food served to students must have ingredient information readily available.* All arrangements should be made ahead of time via email. Balloons, flowers, or gifts **may not** be dropped off or delivered to the school.

Code of Conduct

The Savannah-Chatham County Public School System's Code of Student Conduct is distributed to all students at the beginning of the school year online or in print via request.. Descriptions of the behaviors that constitute the various levels of an offense are defined. All students are expected to abide by the Code of Student Conduct, Board of Education discipline policies, and the Esther F. Garrison School for the Arts policies. A thorough review of the Code of Conduct by both parent/guardian and the student is required and a signed document of review is to be returned.

Parents/Guardians are expected to assist with the maintenance of appropriate student behavior and commitment to the Choice Program behavior guidelines. School and parent/guardian partnerships, collaborative approaches, cooperation, and communication are the keys to the success of our children.

Discipline – (Policy JD-R)/Behavior Management

To provide a safe and productive educational environment, and so that students remain eligible for the Garrison Choice Program, ALL students are expected to conduct themselves properly and lawfully, follow the SCCPSS Code of Conduct, and adhere to Choice Program behavior guidelines. Non-compliance with these mandates may result in a student's removal from the program.

Progressive Discipline Policy: Disciplinary consequences are assigned in progression and are fully documented, and could be recorded in a student's permanent electronic discipline record. Progressive discipline means that a student's consequences become more severe with each subsequent misbehavior. Because of this, the consequences two students may receive may differ even if they committed the same offense, so parents/guardians should not expect the same consequence for students. Additionally, to ensure students' FERPA rights, a child's consequences for misbehavior will be discussed **only** with the child's parent/guardian. Following school guidelines for success and achievement will help students avoid disciplinary infractions and consequences.

The following explains the progressive discipline process at our school. Please see Code of Conduct for examples of Levels I, II, and III infractions.

1st Level I Offense – Written or verbal parent/guardian contact **S in conduct will be assigned**

2nd Level I Offense – Verbal parent/guardian contact **S in conduct will be assigned**

3rd Level One Offense – Parent/Guardian contact and detention assigned **S in conduct will be assigned**

4th Level I Offense –Parent/Guardian conference **N in conduct will be assigned**

5th Level I Offense –Administrative referral **N or U in conduct will be assigned**

Subsequent Level I Offenses - Administrative referral (Consequences may include administrative detention, Saturday school suspension, probation for next marking period, an incident recorded on the student record, and/or a conduct grade of N or U).

Level II or III Offenses – Administrative referral (Consequences vary and may include conduct grade of U). It is important to note criteria for remaining in a choice school includes maintaining a conduct grade of E or S. Students who earn an N or U for the marking period will be placed on probation for our Choice Program. Parent/Guardian and the student will be required to attend a conference to discuss probation and potential ramifications.

At the beginning of each new grading period, the progressive discipline process starts fresh, however, it may carry over at the discretion of the principal. A discipline log is started by a teacher when/if a student commits his/her first Level I infraction in that class. The student must sign the log acknowledging the offense. Refusal to sign may result in an additional consequence. Signing this log has proven to be a great strategy for helping kids redirect and decide against additional misbehaviors.

Fighting, profanity, and rude/disrespectful behavior toward an adult will result in a student being automatically referred to an administrator, superseding the progressive discipline steps detailed above. The child then receives an administrative consequence.

If a student is referred to the Principal or Assistant Principal, administrators will comply with the following procedures:

- Follow due process procedures for both the student(s) and teacher(s), if involved
- Notify the parent/guardian.
- Follow the school discipline plan and the Student Code of Conduct.

Behavior During Performances

Students are required to display appropriate behavior at all events, on and off-campus.

Suspensions and Expulsions

Students suspended from school are not permitted on campus, within the school safety zone, or at bus stops. They are also not permitted to attend or participate in extracurricular activities, field trips, or performances. A Parent/Guardian must contact the teachers to arrange for obtaining school assignments. This work will follow the board make-up work policy. An overall “U” in conduct may be assigned. **Students that are suspended will be placed on probation.**

Expectations of All Stakeholders

Our expectations are your expectations – the best behavior a child can exhibit should be seen by all, in any place, at any time. Adhering to program guidelines is a must. We are proud to hold students to exceptionally high expectations for attendance, good behaviors and performing academically as well as

in their arts areas. Below are guidelines that are expected of our stakeholder groups and compliance will ensure a pleasant and successful learning environment for all. *These lists are not all-inclusive:*

Students are expected to comply with the following:

- Strictly adhere to all components of the SCCPSS Student Code of Conduct
- Complete all assignments and maintain an academic average of 80 or higher
- Practice and show dedication towards your art area
- Students are strongly encouraged to wear student ID's everyday (middle grades only)
- Be punctual and demonstrate excellent attendance
- Exhibit quiet and courteous conduct in the classroom, hallways, cafeteria, and all common areas of the building and grounds
- Follow established school and classroom rules, procedures, and directions
- Follow the directions of all staff members
- Report any problems to the teacher or administrator immediately
- Refrain from bringing weapons, objects which might inflict harm, legal drugs (prescription meds should be given to nurse), illegal drugs, or unauthorized electronics to school
- Refrain from bullying or touching any individual with a harmful or inappropriate intent
- Refrain from using inappropriate, derogatory, or profane language, gestures, hand signals/gang signs, or expressions
- Refrain from disrespecting any adult or student, disrupting the learning environment, and otherwise displaying any disruptive, rude, unkind, or threatening behavior

Parent/Guardian are expected to comply with the following:

- Strictly adhere to all components of the SCCPSS Student Code of Conduct
- Ensure that their child attends school regularly and on time; this is a non-negotiable, buses are not provided for Choice Schools..
- Sign in and out at the front office and wear a visitor's pass when permitted to visit the class
- Refrain from walking children to classes or breakfast in the mornings; refrain from walking to child's class to retrieve him/her. *(We do make exceptions for a few weeks for our littlest ones who are new to Garrison)* We have numerous staff members on duty at all times to ensure children make it to class and for after-school pickup.
- Keep the school informed of current phone numbers and addresses
- Adhere to all car rider drop-off and pick-up guidelines and treat staff on duty with respect
- Honor instructional time by conferencing with teachers only when scheduled
- Actively communicate with staff by acknowledging all school communications, attending programs, and scheduled conferences
- Support the school and classroom discipline plan as well as the Student Code of Conduct
- Review the Student Code of Conduct with children, and return the signed portion
- Supply children with needed materials
- Teach children responsibility for their classwork, homework, lunch money, books, and supplies
- Provide 10 hours of voluntary service and/or attendance at school events and programs.

Teachers are expected to comply with the following:

- Strictly adhere to all components of the SCCPSS Student Code of Conduct
- Adhere to guidelines in the Garrison Faculty Handbook
- Review the Student Code of Conduct booklet regularly with students
- Handle discipline problems in a calm, fair, consistent, and timely manner
- Keep parent/guardian notified of students' behavior and academic standing throughout the year and work with parent/guardian to address problems promptly
- Reward students for appropriate behavior and model appropriate actions for them
- Teach, reinforce, and model good manners
- Treat students and parent/guardian with respect at all times
- Respond to emails within 24-48 hours, excluding the weekends.

If a student is referred to the Principal or Assistant Principal, administrators will comply with the following procedures:

- Follow due process procedures for both the student(s) and teacher(s), if involved
- Notify the parent/guardian
- Follow the school discipline plan and the Student Code of Conduct

Positive Behavior Incentive System (PBIS)

The purpose of our PBIS program is to recognize positive behavior and reward those going above and beyond and making smart choices in and out of the classroom. Garrison will use the PBIS Rewards app and website. This app/website allows all teachers and staff in the school to reward students with “Gator Points”, electronically, when deserved. Students and parents/guardians have access to this user-friendly app as well and can check-in at any time to see when points have been rewarded. As students save up points, they can cash them in at the Gator Store and purchase items such as school supplies and event passes. The schoolwide Gator Store is open every morning from 7:15am-7:45 am. The PBIS Rewards App also serves as a great tool for communication between administration, teachers, students, and parent/guardian. You will receive information regarding the PBIS App early in the year, and the expectation is to have every parent/guardian logged into the system as this will be the main source of communicating, beyond just student behavior. It is important that you notify the school of any email changes for this reason.

Dress Code / Uniforms, (Policy JCDB-R (1))

With the understanding that student behavior is influenced by the way students are dressed and that no student should dress in a manner that is disruptive or has an adverse effect on school activities, as well as the issues related to safety, the following mandatory uniform standards have been developed.

Students are expected to dress in the school uniform during the school day, field trips, and during school-related activities. Exceptions are made for art areas’ performances during which instructors will inform parent/guardian and students of attire in advance. School Spirit Days are held on the 2nd and 4th Fridays of each month. On these days, students may wear uniform bottoms and Garrison spirit wear tops.

If a student arrives at school out of uniform repeatedly, it will be documented and treated as a disciplinary infraction and students will call home for a change of clothing.

Tops

- Tops may be polo-style shirts or collared blouses, turtlenecks and are to be plain unless displaying the school name or logo. The color of the top must be black, white or kelly green.
- Tops may not expose any part of the midriff, lower back, or undergarments. Shirts are to be tucked in at all times. Refusal to tuck shirttails could be documented as a Level I violation.
- 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. Oversized tops may not be worn.

Bottoms

- Solid khaki or black pants, shorts, skirts, skorts, jumpers, or capri pants may be worn. White/Green/Gold Plaid #61 skirts may also be worn and a picture is available on our website. Pants may not be baggy, over-sized, have multiple zippers, drag the floor nor be too tight. Pants must be pulled up to the natural waist. All bottoms must have finished hems and be made of cotton or twill only.
- Shorts, skorts, and skirts must be no shorter than 3 inches above the knee. Girls may not wear tights, leggings or Spandex tights in lieu of pants.

- Belts and buckles: students must wear a belt if pants, shorts, or skirts have belt loops. Belt buckles cannot be larger than the school ID. Belt buckles may not be computerized or contain any inappropriate or distracting writing or symbols.
- The uniform code does not permit denim, jogging pants, pajama pants, cargo pants, or skinny jeans.

Sweaters, Jackets, and Coats

- Solid green, white, navy, gray or black sweaters, cardigan sweaters or hoodless sweatshirts may be worn over the uniform shirt and may have only the school logo if any.
- Hooded articles of clothing or coats must be fully unzipped for wear in the building.

Student IDs

- Students are strongly encouraged to wear badges in grades 6-8
- ID badges are to be worn on a lanyard or clipped so that it is visibly displayed while the student is on campus, to and from school, and when attending any school-related field trip during the instructional day.
- Students are issued one ID badge at no charge.

Shoes, Book bags, Accessories, and Other Items

- Shoes must be enclosed and fastened properly. (no lights, wheelies or crocs of any kind are permitted);
- No hats, caps, sunglasses, oversized jewelry or accessories with inappropriate emblems and/or writing may be worn in the building;
- Handbags, purses, pocketbooks, and similar items must be no larger than 8.5 X 11 inches.
- All book bags, tote bags, backpacks, and all other similar items must have the contents visible (see-through clear plastic or mesh). Rolling book bags are not allowed.
- Baggage must be checked in with the designated teacher upon entering school or stored in homeroom cubbies.
- Any bag needed for after school events (special sports bags, theatrical bags, portfolios, arts-related which are not mesh or clear plastic) must be checked in at the beginning of the day and left with the student's teacher. These items are exempt from being clear if they are within the required size. The principal reserves the right to determine conformity to the policy.
- Extreme hair color/styles, haircuts, or body piercings that cause a disruption, or interfere with the learning environment will not be permitted.

Electronic Devices, Cell Phones and Internet Usage at School Policy JCDAF-R (1)

Students shall be personally and solely responsible for the maintenance, support, and security of their personal electronic device. All personal laptops are required to have updated virus protection and the latest security patches to the operating system and browser prior to connecting to the network. The district shall not assume responsibility or liability for the theft, loss, or damage to personal devices, nor does it assume responsibility for the unauthorized use of any device.

While on Board property, students are not permitted to use their own personal Wi-Fi, data plans or other types of Internet access provided by Internet service providers/carriers that is not provided by The Board of Public Education. All Internet access will be filtered and recorded.

No student shall photograph, videotape, record, or reproduce, via any audio or video means, another student or staff member on board property without the expressed prior permission of a teacher or administrator. Students are also prohibited from disrupting instruction with ringtones, music, or sound effects.

No student shall have a personal electronic device in their possession during district-wide assessments or state testing. Personal devices must be turned off completely (not simply on silent or vibrate mode) and turned into a teacher or testing proctor.

Students are prohibited from using any electronic devices while riding on a school bus. These electronic devices include, but are not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the vehicle to and/or from school. (O.C.G.A 20-2-751.5).

School staff may confiscate personal electronic devices not being used for school purposes or authorized by school administrators, and school administrators may search the device (See Board Policy JCAB). Students who do not comply with this regulation, or any supporting directives related to use of personal electronic devices will be subject to appropriate disciplinary action. Actions may include, but are not limited to:

1st offense: Confiscation of item for the remainder of the day. Returned to student after parent has been notified.

2nd offense: Confiscation of item for the remainder of the day. Returned to parent only and receipt for electronic device signed by parent.

3rd offense: Confiscation of item for 30 days. Returned to parent only and receipt for electronic device signed by parent.

Garrison School for the Arts requires that all students in grades 4-8 complete an electronic device user course before they are allowed to use personal devices at school. The course will be administered by our computer lab teacher at the beginning of the year. After the students complete the course they will be allowed to use electronic devices at school for educational purposes with teacher permission. Devices that do not have permission to be used are to be powered off and stored in backpacks.

If a student uses a cell phone in a capacity other than for instructional purposes, it will be confiscated and turned into the office, parent/guardian will be notified. Repeated offenses will be subject to disciplinary action. This applies to before and after school as well. Students needing to call their parent/guardian for pick-up must use the office or teacher's phone. Personal cell phone use may be used in the presence of and with permission of faculty members.

Parent/Guardian Activities and Booster Clubs

Parents/Guardians are encouraged to assist with school functions, projects, field trips, celebrations, school performances, and productions but must adhere to district policy for volunteering. Esther F. Garrison School for the Arts has various committees for parents/guardians who wish to work on specific tasks such as our outdoor gardens, special events, or for specific groups, such as our booster clubs.

Booster clubs are organized by the art teachers and are a means for assisting in an area of interest. Note: Parent/Guardian can assist with any art area of interest to them; it does not have to be your child's major area of study.

School Telephone Use

Students are allowed to use the school phone with faculty/staff permission. Telephone use for after school arrangements will be limited: Plans should be handled before students leave home with regards to after school events and transportation questions. If an unexpected event arises, please call the front office or email the student's teacher(s). (Student Cell Phone usage during dismissal and late duty should be limited to contacting a parent/guardian with permission from the dismissal/late duty teacher.)

Textbooks, Fines & Accountability for BOE Property

Esther F. Garrison has many materials and items that are issued to students for use. When textbooks, library media materials, instruments, costumes, and equipment are issued to students, the care and return of these shall be the sole responsibility of the student and his/her parent/guardian. If materials or equipment are not returned to the school in usable condition, it is the responsibility of the student and their parent/guardian to reimburse the SCCPSS.

Students who owe for lost or damaged items stated, but not limited to, above shall have their report cards held by 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. Students owing for library materials may continue to use the learning resources within the media center, but may not check out additional materials until SCCPSS has been compensated. In the event of school withdrawal, if compensation is due, the transfer documents may be retained by the school until payment is made.

Visitors in School

All visitors must have a valid government ID and sign in, receive, and wear a visitor's pass. Parents/Guardians are welcome to visit and silently observe any class for **30 minutes or less** provided that their visit is pre-arranged with the teacher, does not disrupt the learning environment, and/or does not interfere with the teacher's instruction. We encourage parent/teacher conferences but all conferences must be scheduled.

The site administrator, or his/her designee, has complete authority to control access to his/her facility, including the ejection of those individuals who interrupt the educational process or do not have a legitimate reason to visit the facility. Visitors to the school must sign-out in the school office before leaving the campus. Please refer to Board Policy KM.

Volunteers

Parent/Guardian volunteers are welcome and encouraged at the Esther F. Garrison School for the Arts. To comply with board policy, all volunteers must be approved by Garrison's Operation Beacon Coordinator, Mrs. Bonnell.

Volunteer Hours- Will update once Visitors are allowed in the building

A total of 10 volunteer hours are suggested for each of our school families. Due to the difficulty that fulfilling this requirement during the school day may pose for some families, we have created alternate ways of fulfilling this request.

- Parent/Guardian conferences - 1 hour
- Attending a PTA meeting - 2 hours
- Joining PTA - 1 hour
- Signing up for Parent Access - 1 hour
- Signing up for PBIS Rewards - 1 hour
- Any parent/guardian that is on the PTA board or any PTA committee - 10 Hours

IV. THE INSTRUCTIONAL PROGRAM

Academic Grading and Conduct Regulation, (IHA-R (1))

Note: The following includes the grading policies or regulations governing the SCCPSS' grading system. At Garrison, teachers in grades 4 – 8 have designed syllabi detailing additional information specific to each course. These will be distributed to parent/guardian and students before the start of each course and published on teachers' websites.

The teacher of record assigns grades following the procedures outlined in this regulation. Grading may be done in collaboration with resource and co-teachers. No classroom teacher shall be required, coerced, intimidated or disciplined in any manner to change the grade of a student. A violation of this rule regarding assigning of grades constitutes an ethics violation.

Students are encouraged and expected to meet the highest academic standards. Progress Reports are sent home at the midpoint of each grading period to keep parents/guardians informed of student progress. This document is to be signed by the parent/guardian and returned to school. Parents/Guardians are encouraged to use POWERSCHOOL, an online resource for monitoring student grades, attendance, classroom assignments, progress, school events, and more.

Students who struggle academically may be referred for participation in Levels II or III of the Multi-Tiered System of Support (MTSS) RTI/Student Support Team process which includes documentation of academic interventions, strategies, and monitoring to help students succeed academically. Parents/Guardians are an integral part of the support team, meeting with school and, in some instances, district staff to develop an individualized plan based on the student's demonstrated needs.

Grading - Kindergarten

Kindergarten students receive standards-based progress reports and report cards based on the standards as provided by the Georgia Department of Education and the Georgia Kindergarten Inventory of Developing Skills (GKIDS). Mastery of standards is assessed using a combination of class assignments, homework, class participation, oral tests, teacher-made tests, nine-week tests, and teacher observation.

The grading scale is as follows:

M – Mastered P – Progressing E – Emerging N – Not yet demonstrated

Students will also receive a grade for citizenship.

The grading scale is as follows:

E – Excellent S – Satisfactory N – Needs Improvement U – Unsatisfactory

Students will also be assessed utilizing mandated assessments including the GKIDS Readiness Check (beginning of year) and MAP assessments (beginning of year, middle of year, and end of year). These results are sent separately from the progress reports and report cards.

Kindergarten - Letter Grades for Arts and Connections

The following will be used to report students' progress in these classes for each marking period. The corresponding numerical value will be used for the calculation of the final grade:

E = Excellent Progress (4)

S = Satisfactory Progress (3)
N = Needs Improvement (2)
U = Unsatisfactory Progress, Failing (1)

The final letter grade in these areas will be calculated electronically by the averaging of the numerical equivalent. Five-tenths percentage points or above in any subject area grade should be rounded upward to the next highest grade. (Example, 1.5=2.0 or 1.4=1.00)

Grading, Honor Roll and High Honor Roll - Grades 1 – 5

Computation of Grades 1-2

The following will serve as the basis for weighting tests, and assignments, in the electronic calculation of students' grades in each core subject area class:

- **50% of grade** – Student assessment activities including oral tests, teacher-made tests, nine-week tests, term papers, teacher observation, and research;
- **50% of grade** – Class assignments, projects, group participation, make-up work, and extra credit work;

The final grade in each of these core subject areas will be the numerical average of each course.

Computation of Grades 3-5

The following will serve as the basis for weighting tests, assignments, and homework in the electronic calculation of students' grades in each core subject area class:

- **50% of grade** – Student assessment activities including oral tests, teacher-made tests, nine-week tests, term papers, teacher observation, and research;
- **40% of grade** – Class assignments, projects, group participation, make-up work, and extra credit work;
- **10% of grade** - Homework which is assigned is an extension of classroom instruction for further practice of skills and application

The final grade in each of these core subject areas will be the numerical average of each course.

Standard Grades for Core Subject Areas

Language Arts, Reading, Mathematics, Science, Social Studies and Health assessments and assignments will be scored accordingly:

90-100 = Excellent Progress
80-89 = Satisfactory Progress
70-79 = Needs Improvement
Below 70 = Unsatisfactory Progress, Failing

I = Incomplete work and must be approved by the principal. The student must make up the incomplete work by the mid-term of the succeeding marking period.

Letter Grades for Arts and Connections

The following will be used to report students' progress in these classes for each marking period. The corresponding numerical value will be used for the calculation of the final grade:

E = Excellent Progress (4)
S = Satisfactory Progress (3)
N = Needs Improvement (2)
U = Unsatisfactory Progress, Failing (1)

The final letter calculated electronically by averaging the numerical equivalent, with five-tenths rounding up: (Example, 1.5=2.0 or 1.4=1.00)

Honor Roll Criteria (Grades 1 – 5)

Designation as achieving Honor Roll will be awarded to students in grades 1-5 for each nine-week period that he/she:

- meets the guidelines of the attendance policy (JBA);
- earns a 90 or above in at least four content courses from language arts, reading, mathematics, social studies, and science (two of which must be in language arts, reading or mathematics); AND
- earns at least an 80 or "S" in all other courses and in conduct.

High Honor Roll Criteria (Grades 1 – 5)

Students in grades 1 – 5 will be designated as achieving High Honor for each nine-week period in which he/she:

- meets the guidelines of the attendance policy (JBA);
- earns a 90 or above in language arts, reading, mathematics, social studies, and science; AND
- earns at least an "S" or better in art, music, physical education, band, computer, foreign language, conduct and any other course.

Grading, Honor Roll and High Honor Roll - Grades 6 - 8

Computation of Grades

The following will serve as the basis for grading progress in all courses:

- **60% of grade** – Student assessment activities including oral tests, teacher-made tests, nine-week tests, term papers, teacher observation, and research;
- **40% of grade** – Class assignments, projects, group participation, homework, make-up work, and extra credit work;

The final end-of-marking period or end of school year grade in each course will be calculated electronically resulting in an averaged score.

The following grading scale will be used to report student achievement in ALL courses:

90-100 = Excellent Progress

80-89 = Satisfactory Progress

70-79 = Needs Improvement

Below 70 = Unsatisfactory Progress, Failing

I = Incomplete work and must be approved by the principal. The student must make up the incomplete work by the mid-term of the succeeding marking period.

Honor Roll Criteria (Grades 6 – 8)

Designation as achieving Honor Roll will be awarded to students in grades 6 - 8 for each nine-week period that he/she:

- meets the guidelines of the attendance policy (JBA);
- earns an academic average of 90 as calculated by averaging all courses (averages less than 90 may not be rounded up to 90);
- has no grade below 80; AND
- has an overall conduct grade of E or S;

High Honor Roll Criteria

Students in grades 6 - 8 will be designated as achieving High Honor for each nine-week period in which he/she:

- meets the guidelines of the attendance policy (JBA);

- earns an academic average of 95 as calculated by averaging all courses (averages less than 95 may not be rounded up to 95);
- has no grade below 80; AND
- has an overall conduct grade of E or S;

Conduct Grades for All Subject Areas and Grade Levels

Students will earn a conduct grade for each marking period for each course. This will be documented on report cards. The purpose is to encourage students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Conduct grades and applicable actions or consequences are as follows:

E = Excellent S = Satisfactory N=Needs Improvement U=Unsatisfactory

Overall Excellent (E) or Satisfactory (S) Conduct Grade

Students receiving an “E” or “S” in conduct at the end of a marking period, for excellent or satisfactory conduct, may earn extra privileges/incentives which will be determined at the school level.

Overall Needs Improvement (N) Conduct Grade (requires principal’s approval)

Students receiving an “N” in conduct at the end of a marking period may be placed in the Multi-Tiered System of Support (MTSS) RTI/Student Support Team at Tier II depending on the reasons the student received the “N”. If applicable, the behavior intervention plan should be revisited, alternate interventions tried, and/or consideration for moving students to Tier III may occur.

Participation in any extra-curricular activity will be forfeited (e.g., sports, cheerleading, clubs, events, band, chorus, etc.).Field trip participation may be denied. The student will not be awarded Honor Roll or High Honor Roll even if academically warranted.

Overall Unsatisfactory (U) Conduct Grade (requires principal’s approval)

Students receiving a “U” in conduct at the end of a marking period may be placed in Multi-Tiered System of Support (MTSS) RTI/Student Support Team at Tier III depending on the reasons the student received the “U”. If applicable, the behavior intervention plan should be revisited, alternate interventions tried, and/or more severe consequences given.

Any personal recognition or serving as a representative of the school will be denied. Rising ninth-graders receiving an unsatisfactory conduct grade may be prohibited from the eighth-grade activities, to include an annual field trip, and/or participating in the eighth-grade “graduation” ceremony.

Participation in any extra-curricular activity will be forfeited (e.g., sports, cheerleading, clubs, events, band, chorus, etc.).Field trip participation may be denied. The student will not be awarded Honor Roll or High Honor Roll even if academically warranted.

Progress Report/Report Cards

Progress reports are issued at mid-marking period and report cards at the end of each nine-week period. They can be presented digitally or on paper. Students are to have paper report cards signed by his/her parent/guardian and return the report card to school.

Promotion and Retention

Placement decisions shall be made on an individual basis by the school principal, with input from the Multi-Tiered System of Support (MTSS) RTI/Student Support Team. Written documentation of evidence that supports the individual promotion or retention decisions shall be on file in the student's permanent record.

Promotion and Retention decisions shall be made based on a review of the overall academic achievement and attendance requirements listed below by grade level. The school Principal shall use multiple measures for the final determination of student promotion or retention. Retention of students for any other purpose not delineated in this regulation, to include athletic purposes, is prohibited in the school system.

Kindergarten

- 1. Adequately apply the oral/written language, reading, and mathematics taught during the year as observed, demonstrated, or tested.**
- 2. Meet the requirements of the system's attendance policy. (Policy JBA)**
- 3. Special provisions can be made for students who are English Learners (ELs) and students with identified disabilities.**

Grades 1 - 5

- 1. Have a final grade of 70 or higher in oral/written language, reading, mathematics, social studies, and science.**
- 2. Meet the requirements of the system's attendance policy. (Policy JBA)**
- 3. Student readiness based on Georgia Milestones End of Grade testing for grades 3 and 5 (effective SY 2015-2016).**
- 4. Student Readiness based on target RIT Scores in Reading and Math.**
- 5. Special provisions can be made for students who are English Learners (ELs) and students with identified disabilities.**

Grades 6 - 8

- 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 year long course will be considered as a complete exploratory for this purpose.)**
- 3. Meet the requirements of the system's attendance policy. (Policy JBA)**
- 4. Student readiness based on Georgia Milestones End of Grade testing for grade 8 (effective SY 2015-2016).**
- 5. Student Readiness based on target RIT Scores in Reading and Math.**
- 6. Special provisions can be made for students who are English Learners (ELs) and students with identified disabilities.**

Assessment Guidelines – Grades 2-8

The district has waived state statute O.C.G.A § 20-2-283 Promotion and Retention requirements for grades 3, 5, and 8. The state test and local assessments are NOT the sole criteria in determining student promotion and retention. Elementary, K-8, and Middle school principals will use multiple measures in determining the final decision.

- Special provisions may be made for students who are English Language Learners and students with identified disabilities**

Placement and Appeals Process for Grade 1-8

For students not meeting promotional criteria, Principals will comply with the requirements of State Board Rule 160-4-2-.11. School sites should establish placement committees for the appeals process. The request for an appeal is the responsibility of the parent/guardian.

Choice Program Criteria - Policy (JBC)

Students must maintain an 80% average or above when averaging the major subject areas together and a conduct grade of Satisfactory or higher to remain at the Esther F. Garrison School for the Arts. A criteria review will be conducted after each grading period. If a student has not met the required academic, attendance, or conduct criteria, they will be placed on probation for the next grading period. A mandatory conference will be required to be attended by the student and parent/guardian. If a student again does not meet the criteria, they may be reassigned to their zoned school, as determined by their home address.

Extra Credit

Teachers may assign students extra credit projects/assignments at their discretion. These projects/assignments must be directly related to instructional material for improvement or enhancement and must be made available to the entire class.

Homework

Homework can be considered an extension of classwork and is designed to reinforce skills taught in the classroom. Homework serves as a link between home and school, and parent/guardian should share the responsibility for making sure students complete and return homework assignments. Students in grades 4-8 are to record all homework in student planners/agendas/ or digitally.

Make-up Assignments Following Absences

The teacher must permit students to complete missed homework, classwork, or tests **within five school days** after the student returns to school for any of the following reasons:

- A. Participation in school-sponsored activities such as field trips or other designated events,
- B. Personal illness
- C. Medical requirements
- D. Family illness
- E. Death of a family member
- F. Observance of a religious holiday
- G. Orders of government agencies
- H. Hazardous conditions
- I. Suspension

Any assignments or projects given before days of absence are due immediately upon the first day a student returns. Teacher discretion may be used to extend the make-up time in extenuating circumstances. It is the student's responsibility to make arrangements with the teacher to make up and complete missed assignments and/or tests. When a student completes a make-up homework assignment, test or examination, the teacher will report the score, and either the teacher or school information specialist will update the student's grades and/or transcript and report card upon signed approval of the principal.

Late Work Procedures

Information will be distributed by homeroom teachers.

Gifted Education Program (GEP)

Through the Gifted Education Program (GEP), our district aims to provide extensions of learning through enrichment and acceleration in the content areas and according to each student's individual learning style and unique areas of interest. These services are designed to provide challenging

opportunities within a student's area of giftedness, with the goal of maximal development of each student's potential and self-esteem.

Procedures for Acceptance into GEP

I. Referrals

Referrals of potentially gifted students enrolled in SCCPSS to GEP may be made in one of two ways:

1. Automatic
 - a. Students who achieve a 90% composite score on the Measure of Academic Progress (MAP) test in math;
2. Reported
 - a. A classroom teacher, counselor, administrator, parent/guardian, or any responsible person, who has knowledge of the student's intellectual abilities, may nominate a student for testing for GEP. Additionally, a student may refer him/herself for GEP testing.

II. Nomination Committee Meeting

The lead gifted teacher gathers data on the nominated student, including test scores, Gifted Rating Scales (grades K - 5), student work samples, and nomination forms. Additionally, for students in grades 6 – 8, GPA (if in district at least two years) or Hawthorne Motivation Scale (less than two years in district) is used.

Data analysis is conducted by the nomination committee which is comprised of the lead gifted specialists from each school site, with the exception of the specialists at the student's school. This committee then determines one of two things:

1. Grants the request for testing: Forms for parental consent are sent home and the testing process begins when signed and returned to school OR:
2. Denies the request for testing: Nominating source will be informed of reason for denial. Student may be observed for another year to determine if circumstances have improved to warrant testing.

GEP Testing - SSCPSS Implementation of State BOE Rule 160-4-2-.38

- Students must be enrolled in the Savannah-Chatham Public Schools to be tested for the SCCPSS GEP 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 achievement categories.
- Any data used in one area to establish a student's eligibility shall not be used in any other category.

Requirements for Remaining in GEP – IDDD-R

Student academic performance in gifted education courses (as identified by the course number) will be reviewed by the school principal or designee to ensure that all students receiving gifted education services have an 80% average or above in each of their gifted education courses.

A student who does not have an 80% average in a gifted education course will be placed on gifted academic probation. The school will develop an improvement plan in collaboration with the teacher of the course in which the student has not achieved a grade of 80% average. Each marking period thereafter, the student's academic achievement will be monitored and the improvement plan adjusted as necessary. Parents/Guardians will be contacted for a conference and given a copy of the improvement plan.

Should a student remain in a probationary status four consecutive marking periods, the school principal or designee will initiate action to terminate services in the gifted education program. Prior to termination of services, the student's parent/guardian will be contacted for a conference. The school principal will also file a termination of services form with the district's Central Office. Students who are exited from the program may reapply for gifted education services one calendar year (12 months) from their termination date.

Performances (Band, Chorus, Dance, Orchestra, Piano, Theater & Visual Arts)

All students must have an 80 average in all subjects on the report card leading up to the event in order to participate in any school sponsored performance (on or off campus).

V. STUDENT SERVICES, SCHOOL CLUBS AND ORGANIZATIONS

Extracurricular Athletic Activities, (Code IDE(1) Rule no.160-5-1-.18)

The middle school athletics program is designed to serve eligible sixth-, seventh- and eighth- grade students. The teaching of proper fundamentals, techniques, and sportsmanship are to be emphasized foremost. The district athletic office established the rules and regulations for the following purposes:

- To maintain consistency with the governance of the middle school athletic programs throughout the state;
- To enhance opportunities for fair play and competition;
- To promote safety for students who choose to participate in athletics at the middle school level;

Participation in the athletics program is entirely voluntary. The opportunity to participate in the program is extended to all eligible students who are willing to assume the responsibilities congruent with the privilege. If a student makes the decision to leave or is dismissed from the team during the season, he/she may not try out for another sport until the end of the current season. All uniforms and equipment must be turned into the athletic department at Garrison.

Student Eligibility for Athletic Activities

In order to be eligible for any athletic activity, the athlete:

- Must meet all eligibility requirements prior to the first tryout/practice date.
- Must have a physical and the documentation complete and submitted prior to the first tryout date.
- May not participate (practice or play) if not eligible.
- Transfer students and new students must have transcripts on file before an athlete is eligible to participate.
- If a child is retained for any reason, he or she is considered ineligible for athletics during that school year.

- Must pass 3 out of 4 academic subjects (Math, Science, ELA, Social Studies) in the semester immediately prior to competition.
- Must have a cumulative semester connections average above 70 in the semester immediately prior to competition.
- May only participate once as a 6th grader (not eligible for Football), once as a 7th grader, and once as an 8th grader, not to exceed 3 years (2 years for Football) regardless of the number of schools attended.
- Must not participate (practice or play) in any athletic event if assigned to in school suspension or out of school suspension during the assigned time. Students returning from suspension may face further participation limitation as a result of missed practice, lack of conditioning, etc.
- Must not have reached his or her 16th birthday prior to May 1st of their 8th grade year. A player must not reach his or her 15th birthday prior to May 1st of their 7th grade year period. A player must not reach his or her 14th birthday prior to May 1st of their 6th grade year.

Media Center, (Policy – IFBD)

SCCPSS recognizes the importance of a strong media center program in all schools. The school library media program is an essential component of the educational process. Media centers provide students access to information, ideas, and resources that promote intellectual freedom, literacy, and life-long learning. The resources in the media center are available to all students.

Media centers also provide teachers and staff access to information, material resources, and services that are aligned with teaching and learning goals. 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.

Parent Teacher Association (PTA)

Our PTA is a vital part of our school community and is an integral part of our school's success. We encourage all parents and guardians to become active members of our PTA. Though the PTA executive committee serves as the governing body, there are numerous opportunities for PTA members to contribute.

Some of the PTA committees include, but are not limited to: Fundraising, Muffins with Mom, Doughnuts with Dad, Game Night, Spirit Wear, Teacher Hospitality, Box Tops, and Reflections, Please visit www.georgiapta.org or click on the PTA tab on our website for more information. Please partner with us by joining our PTA!

Y-Base formerly Pryme Tyme

Before- and after-school childcare is provided by Y-Base in our school's cafeteria from 6:30 am until 6:00 pm as a convenient alternative for childcare for our working parents/guardians. Y- Base is a separate entity from Garrison and the school district and is governed, staffed, and operated by the YMCA of the Coastal Empire. Please visit their website for specifics regarding this service or call their local office at (912) 351-3622.

School Counseling Department

Garrison has three full-time certified/licensed school counselors, serving the elementary and secondary levels. Specially trained, these professionals hold at least a Master's degree in School Counseling and possess the ability to listen, communicate, and follow-through. Additionally, our school counselors provide the following services: classroom guidance, individual, small and large group counseling, study skills, transcript evaluation, anger management, crisis intervention, social skills acquisition, parent/guardian and teacher collaboration, college & career exploration, and making appropriate referrals to community agencies. Students, teachers, or parents/guardians may refer a child to the school counselor

by contacting our counselors via phone or email. Additionally, parents/guardians may schedule a conference with a counselor by calling the counselors at 395-5989.

VI. STUDENT HEALTH AND SAFETY

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 lunch from home. Please visit the district's nutritional website by clicking: (Family – Parent Tools – My School Bucks.com) to access information regarding this year's prices for lunch, free lunch guidelines, or steps for pre-paying for your child's lunch. Parents/Guardians 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. Please be sure to report all student allergies to the school nurse.

****Parents/Guardians may limit the number of extra items their child can purchase, please contact the Assistant Principal for more information.**

Soft Drinks, Coffee, and Other Drinks

Students are discouraged from bringing soft drinks, coffee, and or flavored drinks of any kind to school for any purpose. However, students are encouraged to bring water for consumption throughout the school day.

Illness or Injury at School

If a student becomes ill or is injured at school, the parent will be contacted by the school nurse. A student is not allowed to call or text their parent/guardian without permission from the nurse. The parent/guardian will be expected to pick up the child promptly, if recommended. It is imperative that the parent/guardian provide the school with current phone numbers at all times.

Mandated Child Abuse

Any school administrator, teacher, counselor, social worker, media specialist, nurse, campus police officer, paraprofessional, secretary, clerk, aide, custodian, bus driver, cafeteria worker, or other person employed by or who volunteers in SCCPSS who has reasonable cause to believe that a student under the age of eighteen or over the age of 18 with disabilities has been physically injured other than by accidental means, sexually assaulted, neglected or exploited by their parent, caretaker, student/peer, or another person, must immediately report such abuse to the principal/designee. The principal/designee must immediately report such abuse to the Department of Family and Children Services, Child Protective Services/Adult Protective Services Unit.

Any school employee, who in good faith, reports or participates in making a report of suspected child abuse and/or neglect, or who participates in any proceeding resulting therefrom, shall be immune from civil or criminal liability.

Medications

For students' safety and pursuant to State of GA Regulation JGCD-R, the parent/guardian must follow these steps before the nurse, or designee, can administer medication to a student:

- **The medication must be brought to the school in its original pharmaceutical prescription bottle and presented to the nurse by the parent or legal guardian between the hours of 7:45 and 3:00.** Medication may not be left with the front office staff.
- The parent or legal guardian must complete and sign the approved medical form authorizing the nurse or designee to administer the medication.

- A Medication Administration Authorization Form must be completed and signed by the parent or guardian. A new form must be completed at least annually or more frequently if changes are made in the medication, dosage or frequency. Old forms are to be destroyed at the beginning of the next school year unless there is some compelling reason to maintain them.
- Students may self-administer certain medications (inhalers, epi-pens, insulin – in special cases) 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 over-the-counter medications or other, to school. They may not self-administer any medications to include but is not limited to, cough drops, aspirin, Tylenol, or antacids.
- The school may not provide over-the-counter medications to students.
- All medication must be stored in a secured locked area, except when the physician specifies in writing that medication must be kept on a student's person. Only designated staff members will have access to the medication area.

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 in the event of this precaution.

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 has the best contact number properly entered into the computer system so that the parent receives the automated phone notification. It is the parent/guardian responsibility to notify our information specialist of phone number changes. **The phone call-out system will be used for emergency and evacuation information and procedures.**

VII. OTHER IMPORTANT NOTIFICATIONS AND INFORMATION

Asbestos Notice

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires 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 395-5563.

Board Policy Manual

Board policies are available for review at www.sccpss.com under the “Board” tab. Parents/Guardians are encouraged to become familiar with the district website and BOE DOCS. Changes in the BOE policies and procedures or the Student Code of Conduct will supersede the procedures of this handbook where applicable.

Complaints – (Policy– KN)

At Garrison, our administration and staff members are dedicated to providing students with the highest quality, most enjoyable experience possible while enrolled here. We are equally dedicated to serving our parents/guardians and ensuring their peace of mind while their children are in our care.

However, there will be times when students or parents/guardians feel that we have not met our goals in these areas. In those instances, we ask that our parents/guardians, in accord with Board policy, and as a courtesy to our staff, that the parent/guardian please contact the staff member responsible for the situation from which the complaint arises. If the matter cannot be resolved at this level, the complaint should then

be taken to each successive level of authority (teacher or another staff member, assistant principal, then principal) until it is resolved.

Though we request an opportunity to address any perceived grievances, any person who feels adversely affected by school policies has the right to file a written complaint with the Board.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a federal law requiring that schools maintain the confidentiality of a student's educational records. Any information that pertains to a student's educational record, including grades, educational placement and discipline, and conference/meeting notes may only be discussed with the parent/guardian of that student.

Parent/guardians may obtain copies of their child's permanent record by submitting a written request to the Information Specialist and showing a picture ID. Please allow 24 hours for your request to be processed. In the case of disciplinary situations, parents/guardians are not entitled to know what consequences were assigned to children other than their own.

Grievance Procedure

Parents/Guardians with concerns or questions about school-related matters should first contact their child's teacher. If after speaking with the teacher and the concern has not been resolved, the parent should schedule a time to meet with an administrator.

NCLB – Parent' Right To Know

In compliance with the requirements of the No Child Left Behind statute, parents/guardians may request information about the professional qualifications of their child's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area(s) in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or another provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

To request information concerning the qualifications of your child's teacher(s), please contact the principal.

Esther F. Garrison School for the Arts
2024-2025 Family/Student Handbook &
Garrison Pledge

SIGNATURE PAGE

Student's Printed Name _____

Homeroom Teacher _____ Grade _____

Each student / family of the Esther F. Garrison School for the Arts has been given access to **2024-2025** Family/Student Handbook (school website) which provides helpful information and outlines expectations for a successful, enriching, and productive school year. It is important that each student and family reads, understands, and adheres to the guidelines within, in addition to the SCCPSS Student Code of Conduct.

It is the responsibility of each student along with parent/guardian to understand this handbook. Your signature below indicates that you have received the Family/ Student Handbook, read it, and agree to adhere to the guidelines therein.

Parent/Guardian Signature

Date

Student's Signature

Date

GARRISON PLEDGE

As a Garrison Gator,
today I will respect myself and others,
be honest, caring and kind,
act responsibly,
and be prepared to learn creatively and think critically.

Student's Signature

Date

Please sign and RETURN only this page by
Friday, August 30th, 2024.