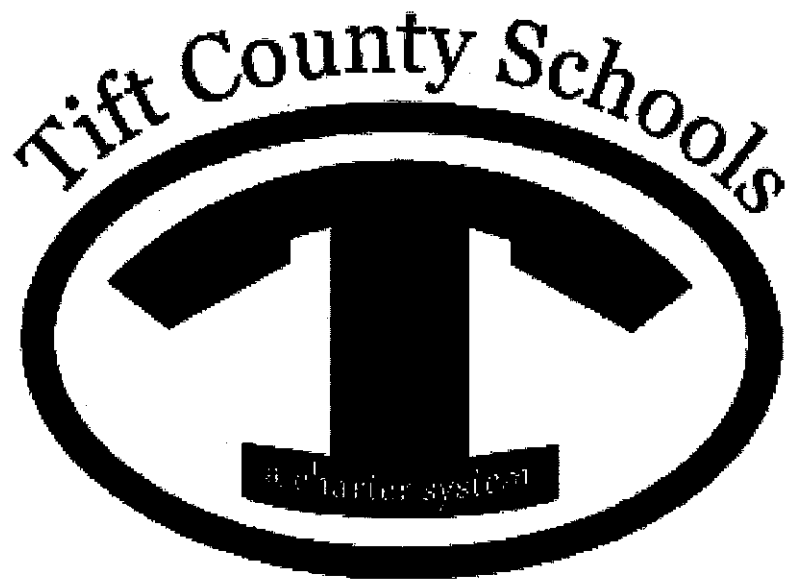


**J.T. Reddick
Sixth Grade
School**



**Student Handbook
2017-2018**

MISSION STATEMENT

The Mission of J. T. Reddick School is to provide a safe and positive environment where all students are offered the opportunity for academic success as they become lifelong learners.

VISION STATEMENT

J. T. Reddick will strive to become a school of excellence for all students focusing on a challenging curriculum through the use of measurable data-driven goals.

Students, parents, teachers and community, working together, will set high expectations utilizing advanced technology in standards-based classrooms providing challenging and relevant learning activities that prepare students for college and/or careers, responsibility, and service.

J. T. Reddick will encourage daily attendance of students and teachers in a positive, well-disciplined, and safe environment.

ACADEMIC GOALS 2017-2018

Increase student achievement in all academic areas through data driven instruction in standards-based classrooms.

PRINCIPAL'S MESSAGE

Parents & Students,

Welcome to J.T. Reddick! If you haven't heard by now, let me tell you – you are coming to a great school!

The tradition of excellence in our hallways is no longer a best kept secret. The governor took care of that when he gave Reddick the Gold Award for Greatest Gains in the spring of 2016. No one could miss the accomplishments of this school when Reddick earned a *second* Gold Award for Gains in the winter of 2017! Of the roughly 2,300 public schools in Georgia, only seven repeated as Gold Award for Gains winners.

You're coming to a GREAT school!!

Please take the time to read this student handbook and especially the *Tift County Code of Student Conduct* with your student. It is extremely important to understand these policies and procedures to prepare you and your child for the upcoming school year. Things like car rider and bus procedures, attendance policies and even lunch times can get in the way of a good day. Keep this handbook and the *Student Code of Conduct* handy.

Remember, if you ever have any questions, please do not hesitate to call the front office.

Sincerely,
Jim Torell
Principal

J.T. REDDICK FACULTY & STAFF

<u>TEACHERS</u>		<u>Technology</u>		<u>Administrators</u>
<u>ELA</u>		Stephen Compton		Jim Torell
Denise Marquez				Jennifer Howell
Mykki Daniel		<u>Band</u>		
Kayla Germaine		Andy Ballard		<u>Counselor</u>
Matt Howell				Vickie King
Lisa McMillan		<u>Chorus</u>		
Carol Edmunson		Stan Smith		<u>Secretary/Clerical</u>
Constance Terrell				Geneva McWhorter
		<u>Agriculture</u>		Martha Mike
<u>MATH</u>		Jimmy Cargle		
Santana Adaway				
Delene Byers		<u>Health/PE</u>		<u>Nurse</u>
Tracie Hodge		Hunter McAllister		Sherri Hoffman
Teresa Nichols				
Betsy Pope		<u>Health/PE</u>		<u>Paraprofessionals</u>
Tiffany West		Will Koran		Charlene Bush
Ariel Wilson				Getoya Cobb
		<u>Special Ed.</u>		Ken Ellis
<u>SCIENCE</u>		Lisa Dykes		Donna Hill
Sue Palmer		Bryson Daniels		Gail Kearce
Kathy Fitzgerald		Rachel Martin		Reveca Mendoza
Suzanne Norwood		Joanne McMillan		Rolanda Thomas
Natasha Rabinowitz		Kimberly Czerepinski		Donna White
Heather Hobbs				
Cindie McManus		<u>ELL</u>		<u>Lunchroom Staff</u>
Clint Chambless		Meg Matthews		Anna Davis (Mgr)
				Fran Mercer (asst. Mgr.)
<u>SOCIAL STUDIES</u>		<u>Academic Coach</u>		Frankie Collier
Stephanie Bullington		Julie Walker		Loretta Drummond
Angelia Cook		Donna Hobby		Marian Paulhill
Julie Gunn				
Debbie Hendley		<u>Media Specialist</u>		
Shannon Yawn		Jasmine McMillan		<u>Custodians</u>
Phyllis Singleton				Theresa Hopps
Rhonda White		<u>Parent Liasion</u>		Sam Robinson
		Laura Pope		

Building Hours of School Operation

The school office is open from 7:15 a.m. until 4:00 p.m. each school day. Teacher hours are from 7:45 a.m. until 3:45 p.m. unless there are scheduled meetings or extra duties.

BELL SCHEDULE

7:00	Drop Off at Gym Begins & First Bus arrives
7:15	Breakfast begins
7:45	Teachers In Classroom
7:50	Students Enter Hallways/Go to Homeroom
7:55	Tardy Bell; JTR News
8:00	Blue Devil Block Begins
8:30	Blue Devil Block Ends
8:34	1 st Period Tardy Bell
9:39	1 st Period Dismissal Bell
9:43	2 nd Period Tardy Bell
10:48	2nd Dismissal Bell
10:52	3rd Period Tardy Bell
10:54	1 st Lunch Begins
11:24	1 st Lunch Ends
11:18	2 nd Lunch Begins
11:48	2 nd Lunch Ends
11:42	3 rd Lunch Begins
12:12	3 rd Lunch Ends
12:06	4 th Lunch Begins
12:36	4 th Lunch Ends
12:38	3 rd Period Dismissal Bell
12:42	4 th Period Tardy Bell
1:47	4 th Period Dismissal Bell
1:51	5 th Period Tardy Bell
2:56	5 th Period Dismissal Bell
3:00	Homeroom Tardy Bell
3:05	1 st Bus Dismissal and Car Riders Dismissed
3:10	Walkers and 2 nd Bus Wave
3:20	Late Bus Bell

Lunch Schedule

Teams	Teachers	Beginning	End
ECHO & DELTA	Gunn Fitzgerald Daniel Adaway West Chambless Germaine Cook	10:54	11:24
CHARLIE & ALPHA	Hendley Norwood McMillan Pope Byers Terrell Hobbs Bullington	11:18	11:48
FOXTROT & BRAVO	Yawn McManus Howell Hodge Nichols Marquez White Palmer	11:42	12:12
GOLF	Edmonson Wilson Rabinowitz Singleton	12:06	12:36

Student Dress Code

QUICK GUIDE DRESS CODE

Pants:

- All must be appropriately fitted, not baggy, not excessively large or tight, and worn and fastened at the waist (no sagging).
- Athletic, sweat, or sheer silky pants are NOT allowed except in the gym.
- Pants in the style of joggers, drop-crotch, drawstrings, exercise pants and other similar items are NOT allowed.

Shorts and Skorts:

- All must be appropriately fitted, not baggy, not excessively large or tight, and worn and fastened at the waist (no sagging).
- All must be no shorter than 3 inches above the bend behind the knee.
- Athletic, sweat, or sheer silky shorts are NOT allowed except in the gym.

Skirts and Dresses:

- All must be no shorter than 3 inches above the bend behind the knee.
- Skirts must be fastened securely at waist.
- Dresses must have sleeves (or covered by jacket/shirt/sweater).

Shirts and Tops (including tops of dresses)

- All must be buttoned and worn so that no cleavage, midriff, or low back is showing.
- All must have sleeves; a jacket, blazer, shirt, or sweater may be worn to cover a sleeveless top.
- If worn untucked, shirts must be hemmed and may not exceed length of hips.
- Shirts that exceed length of hips must be tucked in except tops styled as a "tunic" (for females).

Shoes and Footwear:

- Shoes must be worn at all times and properly secured.
- Appropriate footwear is required for science labs, vocational shop classes, P.E., and other classes as deemed by administration.
- Bedroom shoes/slippers and roller-skate shoes/heelys are NOT allowed.

Accessories:

- Leggings, jeggings, or tights can only be worn under a skirt or dress that is no shorter than 3 inches above the bend behind the knee.
- Bandanas are not allowed.
- Undergarments must be worn and should not be exposed or visible.
- Glasses should only be worn for prescription. Sunglasses cannot be worn inside building.
- All headwear, including hats, caps, and hoods, must be removed upon entering the building.
- No piercings may be visible other than in the ears.
- Male students are not allowed to wear earrings.
- Other accessories must be worn in a non-distracting manner and must be deemed appropriate by school level administration or must be removed.
- **Insignias that are deemed offensive to a given sector of the school population or cause a disruption to the school's routines or the smooth operation of its educational process are not allowed.**

Hair:

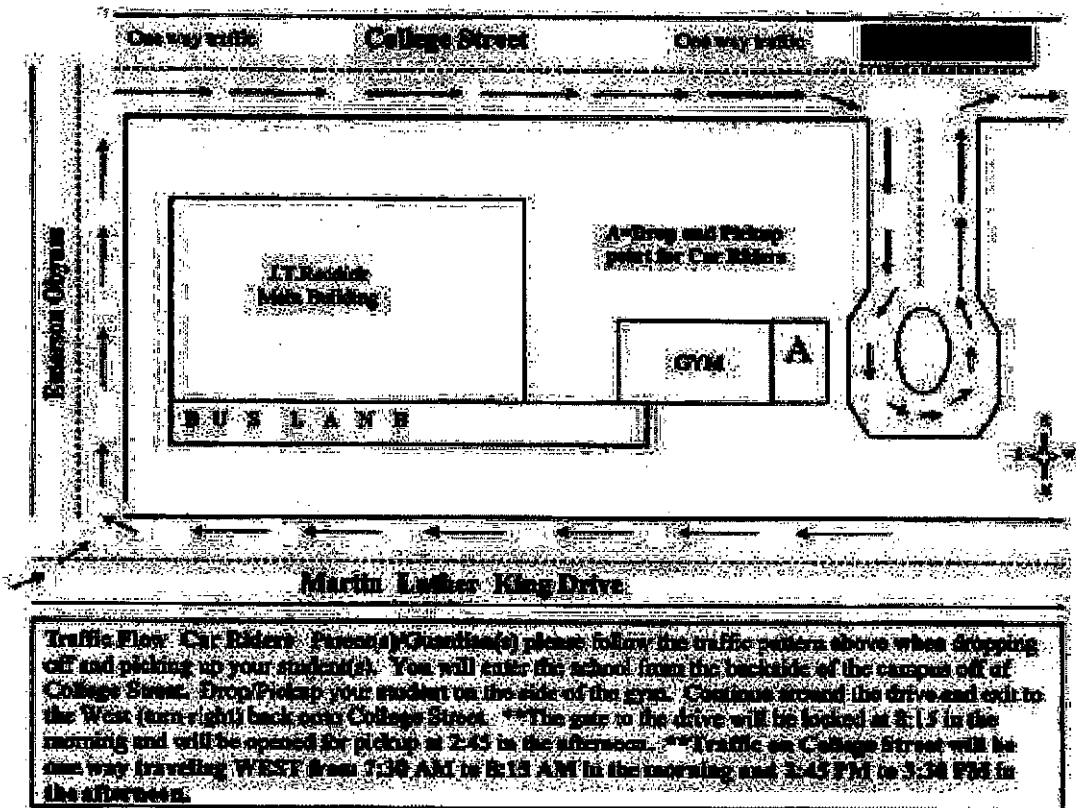
- Hair should not be worn in an excessive or distractive style and should not be dyed inappropriate or odd color
- Hair bands/hair pins designed to secure hair from eyes are allowed; no picks/combs in hair.

**This is a
three inch
line**

Arrival to and Dismissal from School

1. **Car Riders:** Parents dropping off and picking up students enter and exit campus from the College Street entrance by the playground. Students should never be dropped off in front of the main school entrance. Tardy students should be escorted into the building's main office, signed in and get a tardy slip.
2. **Bus Riders:** Buses enter and exit the campus in front of the main entrance. Bus students will exit the bus at the breezeway between the gym and the 100 Hall.
3. **Walkers:** In the morning, walkers intending to eat breakfast in the cafeteria may enter through the school's main entrance. All other walkers should report to the gym. In the afternoon, ALL walkers will report to the short hallway by Rooms 301 & 302 at the 3:10 bell and wait to be escorted off campus by adults.

J.T. Reddick Car Rider Traffic Flow



J.T. Reddick

Grading Policy

Grading in Standards-Based Education

- Our grading system will provide consistent feedback and encourage students to continue learning. The emphasis will not be on testing and grading as much as it will be on teaching and learning.
- Because grades are feedback regarding the degree to which a student has knowledge of standards at a particular point in time, all mid-quarter grades and nine weeks grades will be on-going, cumulative averages. That average will not be final until the end of school.
- While there will be no nine-weeks tests, there will be several unit tests and a cumulative exam at the end of the year. The cumulative exam will count 20% of the student's final average.

Formative vs. Summative Assessments

It is *critical* that we communicate the differences between formative and summative assessment. Formative assessments are defined as any activity that can be used to provide information that can be used as feedback for the teacher. Formative assessments help teachers modify the teaching and learning activities in which students engage. To ensure consistency in awarding an overall average, **no less than 10 formative grades and 4 summative grades** will be taken per nine week grading period. Each department will be responsible for giving common formative and summative assessments. If a department chooses to drop a formative grade, teachers may drop only one grade for every ten taken. Failure to complete work is not an option. Consideration should be given to after-school detention, lunch detention, and Blue Devil Block to facilitate the completion of work.

Formative Assessments: 65% of the Cumulative Average

What to Include (but not limited to):

- Quizzes
- Labs
- Projects
- Daily Work (Daily Assignments and Homework)
- Lesson Practice

Quiz Corrections and grade adjustments

- Quizzes and progress checks should be viewed as assessments for learning.
- If the subject area department chooses, students may have an opportunity to correct or retake a test or quiz.
- The corrected assessment can earn up to half credit

Summative Assessments: 35% of the Cumulative Average

What to Include

- Unit Tests
- Culminating Activities/Performance Tasks

Unit Test corrections and grade adjustments

- No grades may be dropped in this area.
- Students will not be allowed to receive any help during the first administrations of each unit test (unless written in an IEP). **Because a unit test is a summative assessment**, a teacher needs to be able to determine to what level of mastery each STUDENT has learned each standard.
- If the subject area department chooses, students may have an opportunity to correct or retake a test or quiz. Students should have a day to review before taking the retest. Students may NOT use notes, books, graphic organizers, hints from teachers, etc.... When a student is able to find their own mistake, explain what was done wrong and revise their answer, then a certain level of mastery has indeed been reached.

The corrected assessment can earn up to half credit. If an original grade of 60 was earned, only half the 40 points may be added to the original grade.

Honor Roll & Academic Incentives

Nine Weeks Honor Rolls

Each nine weeks we will publish a list of students who have cumulative academic averages high enough to be placed on one of the two honor rolls described below.

Honor Roll - No academic grade below A (90)

Merit Roll - No academic grade below B (80)

Honors Day Requirements

Students with a cumulative grade point average of 95.0 and above at the end of the third nine weeks will be recognized as Superior Honor students at the annual Honors Program.

Students with cumulative averages between 90.0 and 94.9 will be recognized as Honor Students.

Students with cumulative averages between 80.0 and 89.9 will be recognized as Merit Students.

Departmental awards are given to those students on each team who have excelled in a particular subject area based on academic and overall participation. To obtain more information on any of the Academic Recognition Programs contact the Guidance department.

Academic Incentives

J.T. Reddick School Incentive Program rewards academic excellence and progress. Incentives encourage academic achievement with privileges such as free admission to school events, and homework vouchers. The program encourages improvement in academics, behavior, attendance and attitudes. It encourages each student to work up to his/her potential and put forth his/her best effort. Three primary features of the program are: Student of the Month recognition of most outstanding and most improved students, Perfect Attendance, Reward Programs and other

Reddick Attendance Policies

Checking In and Out

Any student dropped off after the 8:00 tardy bell must report to the main office with a parent or legal guardian to sign in. The secretary will provide the necessary admittance slip. Any student who checks in late will be marked tardy to school.

Before a student can check out of school because of illness, a school official must contact his/her parent or legal guardian.

Parents requesting permission for their son/daughter to check out of school will go through the main office. Students must not leave school without the permission of a school official.

Students are only allowed to be checked out by those designated on the student information sheet.

Tardies

Anyone not in the classroom by the time the tardy bell rings will be considered tardy. Students in the hallways when the 8:00 bell rings should report to the Guidance Office for a tardy slip. Students detained in the office or by a teacher must have a note excusing the tardy.

Make-up Work

Students will be given three days to make arrangements to make up work missed due to short-term absences provided that the absences are excused. The teacher may use his/her discretion to allow longer make-up periods for excused absences. Make-up work for students who are home suspended will be left up to the discretion of the students' team of teachers and the principal. If a teacher assigns and grades homework, class work, labs or tests during a student's suspension or unexcused absence, that student must make up work he or she missed and shall receive a reduced grade for the work. If a student is going to be absent for more than one day, a parent/guardian can request homework assignments by calling the school before 10:00 A.M. Work can be picked up after 2:30 p.m.

Changing Classes

Students have four minutes to move quietly between classes. Loud, disruptive behavior and running in the hallways will not be tolerated. Students may use restrooms and get water; however, students may not loiter in the hallways or in the restrooms during class changes. Teachers will assist in supervising students in hallways during class changes.

Connections Classes

PE, Health, Ag and Technology Rotation

Students will have an opportunity to participate in four different connection classes throughout the school year. The students will participate in Physical Education, Health, Technology, and Agriculture. The students will take each course for a nine week period of time before rotating to their next connection class.

Band

Band is designed to teach students basic musical skills, appreciation of music of the master composers, personal responsibility and teamwork. It is also to prepare young musicians for participation in the band in the upper grades. At the end of the course the students will not only be able to demonstrate knowledge of musical vocabulary and methodology for study, rehearsal and performance of band music but also have an understanding of working with others towards a common goal.

Opportunities

Sixth Grade Band students will have the opportunity to perform on an instrument in a large group as well as perform individually.

Chorus

Chorus is designed to teach students basic musical skills, appreciation of music of the master composers, personal responsibility and teamwork. It is also to prepare students for participation in chorus in the upper grades. At the end of the course the students will not only be able to demonstrate knowledge of musical vocabulary and methodology for study, rehearsal and performance of choral music but also have an understanding of working with others towards a common goal.

Opportunities

Sixth Grade Chorus students will have the opportunity to sing in a large group as well as perform individually.

Withdrawal and Transfer

The procedure for withdrawing or transferring is as follows:

1. Secure withdrawal or transfer note from parent or guardian stating the date you will be leaving.
2. Obtain appropriate forms from the school guidance office.
3. Have the form filled out by teachers, return all school books and property, and make sure all fees are paid. Be sure to check out in the library.
4. Take completed form to the school guidance office for final clearance by signature of the registrar.
5. Student records will be transferred by mail.

Nondiscrimination Policy

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex Title IX of the Education Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance. Employees, students and the general public are hereby notified that the Tift County School District does not discriminate in any educational programs or activities or in employment policies.

Parental Responsibilities

The ultimate responsibility for a student's behavior rests with the student and their parents. Students are to respect constituted authority, which includes obedience to school rules, regulations and procedures. The school anticipates that parents will be cooperative in dealing with any behavioral problems that may arise and expects that this cooperation will be made apparent to the child.

One of the most significant objectives of discipline must be to develop within the individual student the desire to exercise their rights judicially. To realize this objective, the school reserves the right to hold parental conferences, guidance conferences, or conferences with the court and the right to request schedule changes or psychological examinations and/or treatment.

Change of Address or Phone Number

Parents are **required** to provide the school with a change of address or phone number. Parents can contact the main office. (229-387-2435)

Policies

Every student has the right to an education, and our policies are enforced to protect this right. School policies are developed keeping in mind the requirements set by Georgia State Law, the Georgia State School Board, and the Tift County Board of Education. In areas where these organizations do not give specific direction, the administration and faculty develop policies. Student and parent committees may be used in an advisory capacity. All policies are subject to review and change at any time. Each policy that has been established has a logical reason for its existence. Please help us work well together by treating fellow students and teachers with courtesy and respect. We request your cooperation in abiding by these policies.

Emergency Situations

The school has an approved emergency management plan on file in the principal's office. This plan has provisions for tornadoes, fire, and terrorist situations. Anyone interested in reviewing the plan should request a copy from the principal's secretary.

Right to Know

In compliance with the requirements of the No Child Left Behind statute the Tift County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.
- Whether or not the teacher is "Highly qualified" as required by the state.

If you have any questions concerning your child's teacher's qualifications, please contact the principal at 387-2435.

Discipline Policy

All students will be given a copy of the *Tift County School System Code of Student Conduct* upon entering school and will be expected to adhere to this policy. Students and parents should read thoroughly and become familiar with this policy.

Our goal is to achieve a school climate where teaching and learning occur with an absolute minimum of distractions. There must be a mutual respect among students and staff. It is important that students are polite and considerate of others. A well-disciplined school promotes the idea of each student working toward self-management and controlling his or her own actions. However, the school recognizes that sometimes adult intervention is both desirable and necessary. It is of utmost importance that students and teachers be provided a safe and comfortable learning environment because teachers should have the opportunity to teach, and students should have the opportunity to learn in an orderly, non-threatening environment.

When interventions are necessary, school personnel will follow the discipline policy as outlined in the *Tift County School System Code of Student Conduct*. Some disciplinary actions that could be used BUT NOT LIMITED TO include conferences, counselor referral, administrative time out, lunch detention, after school detention, removal of privileges, corporal punishment, school chores, In-School Suspension, Out of School Suspension, recommendation for alternative school, expulsion, or juvenile referral.

Detention Hall & Suspension

Detention Hall will be held on designated days after school from 3:10 until 4:00 P.M. Parents are responsible for transportation home after detention hall. Parents will be notified by phone if possible of a detention hall assignment. If a student misses a detention hall assignment the student will be re-assigned. Failure to attend the re-assigned detention hall may result in ISS or other means of punishment set forth in the code of conduct. Teachers will also use lunch detention as a form of disciplinary action. This will take place during the student's lunch period.

In-School Suspension (ISS) J.T. Reddick School will utilize an ISS facility. While there, students will be required to complete the work assigned by teachers. Students may receive a maximum of 10 days (or the equivalent in periods) of ISS assignments during the school year. Additionally, future discipline referrals will result in home suspension or possible expulsion.

Out-of-School Suspension (OSS) Out-of-School Suspension (OSS) is reserved for serious and/or repeated offenses and can be from one to ten days, at the administrator's discretion. Students may not attend any school-sponsored event during the time he/she is suspended out-of-school.

Expulsion Recommendation for expulsion from school will be made by the principal.

Due Process Hearings

The final step in the disciplinary sequence is a due process hearing before the Board of Education disciplinary hearing officer. The Board of Education hearing officer can suspend a student for more than ten (10) days, expel a student for a semester, an academic year, or permanently. Due process governs all expulsion decisions including notice to student and parents and the appropriate appeals process. Students and parents will receive details of due process when the hearing is scheduled.

Complaints & Grievances

The Tift County Board of Education has prescribed an orderly process to consider grievances concerning decisions made by school personnel who students believe are in violation of pertinent policies of the Tift County Board of Education, federal and state laws, or individual school rules. Students' complaints and grievances shall be resolved through this orderly process and at the lowest possible level. However, the Tift County Board of Education provides channels for eventual hearings should circumstance dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be awarded to any student and/or his/her parents to discuss with his/her teachers a decision or situation that he/she considers unfair.
2. If the matter is unresolved, it may be brought to the attention of the school principal within five school days from the date of the initial complaint with an expected response from the principal within two days.

Conferences

The faculty of J.T. Reddick School welcomes the opportunity to discuss with students and parents classroom performance, behavior, or any other topic(s) of concern. Conferences with a teacher should be scheduled through the Guidance Department. Appointments will be made at a time that is convenient for everyone involved. Appointments may not be made at a time that interferes with instructional activities. Conferences may be held before school, after school, or during the teacher's planning period.

Computer Use

Parents and students must read the Board of Education Policy IFBG that outlines the acceptable use of computer/internet resources. This policy is located in the Tift County Code of Student Conduct. Violations of the educational use policy will result in disciplinary action also outlined in the Tift County Schools Code of Student Conduct.

Fundraising

Students are permitted to engage in the sale of approved items as a means of financially supporting the programs and activities of clubs and school organizations. The principal, the superintendent, and the Board of Education must approve all fundraising activities before solicitation begins. The sale of raffle tickets by students as a school-sponsored activity is illegal, against State Board of Education standards, and will not be permitted. This policy does not prohibit parent support organizations from conducting raffle ticket sales.

Gum Chewing & Candy Sales

Gum chewing is strictly prohibited. The sale of candy or other food items by individuals on campus is prohibited.

Smoking Prohibited

Students may not smoke or use tobacco at school, on school buses, or on any school property. This includes all use of tobacco in any form. Tobacco products will be confiscated and not returned. Students in violation of this policy will be subject to further disciplinary action according to the Student Code of Conduct.

Items of Personal Value

Students are encouraged not to bring valuable items on campus. This includes jewelry, electronic devices or large amounts of money not needed for school. It is difficult to insure the safety of these items. Large amounts of money are strictly prohibited and will be confiscated. Any item of value that is confiscated will be returned to a parent upon request. Refer to the Tift County Code of Conduct regarding cell phone policy.

Textbooks

The care of textbooks is the responsibility of the student to whom they are issued. The condition and number of the textbook are recorded when it is issued by the teacher. The student must pay for any unnecessary abuse or loss of the textbook. All lost books are paid for at the state textbook list prices. No student will be allowed to enroll the following year until all fees and fines have been paid.

Visitors

Any visitor, including former students, having valid business at the school must report to the front office and request a visitor's permit from the receptionist.

Guidance Department

The goal of the counselor is to help students succeed in their academic and personal lives. This help may take many forms and offers a confidential environment where students can explore solutions to their problems. A Counselor is available to provide personal support and academic guidance not only to achieve success in school but to help them be prepared to lead fulfilling lives as responsible members of society.

Middle school is an exciting, yet challenging time for students, their parents and teachers. During this passage from childhood to adolescence, middle school students are characterized by a need to explore a variety of interests, connecting their learning in the classroom to its practical application in life and work; high levels of activity coupled with frequent fatigue due to rapid growth; a search for their own unique identity as they begin turning more frequently to peers rather than parents for ideas and affirmation; extreme sensitivity to the comments from others; and heavy reliance on friends to provide comfort, understanding and approval (ASCA).

The School Counselor assists students with a multitude of issues accompanying adolescence, including:

- classroom concerns & academic motivation
- personal decision making
- self-concept issues
- peer and friendship concerns
- dealing with conflict & crisis
- external issues which affect school performance

The School Counselor may offer one-on-one support and group counseling to students and their families. All students are encouraged to seek out their school counselor to discuss any personal matters of importance. Staff members or parents may also refer students. Confidentiality is maintained with the exception of information that suggests danger to the student's well-being or the well-being of another. Parents are not automatically notified when students meet with School Counselor but are welcome to make appointments to discuss concerns.

The School Counselor also works with many community programs and services to support our students' achievement and personal growth. When students have significant needs requiring more ongoing or involved support, the School Counselor may refer them to professionals outside the school. In these instances, the School Counselor stays involved in the student's progress.

Health Clinic

The School Nurse will:

- Assess student illnesses and notify the parent/guardian if any illness appears to require home care or a physician's evaluation. If medication related to the complaint has been provided, the clinic will administer the medication in a responsible manner.
- Assess student injuries that occur during school hours on school property and administer appropriate First Aid. The clinic will notify the parent/guardian if any injury appears to require a physician's evaluation.
- Assist in the administration of medications necessary for school attendance provided that all clinic requirements have been met.
- Notify parent/guardian when daily prescription medication needs to be refilled. A note will be sent home with the student.
- Maintain immunization records as required by Georgia law and enforce penalties for non-compliance as allowed by Georgia law.
- Conduct head checks for lice and/or nits as deemed necessary by school administration or upon student's request and notify parent/guardian if student pick-up and home treatment is required; and determine upon follow-up evaluation if student may return to school.

Please do not ask the clinic aide or other school personnel to diagnose any illness or injury or to recommend any treatment for your child. Only a licensed physician is qualified to offer medical counsel.

The parent/guardian will:

- Complete Student Health Record form given at the beginning of each school year.
- Inform the clinic of any changes in the student's health or medication in writing.
- Provide the clinic with current contact names and phone numbers and notify the clinic of any changes.
- Provide the clinic with all medication that is to be taken during school hours; including specific instructions and related equipment. Prescription medication must be in the original bottle. Over-the-counter medication must be in the sealed original bottle. All medication will be kept in a locked cabinet in the clinic.
- Be aware of the quantity available in his/her child's prescription medication; and have the medication refilled in a timely manner.
- Comply with immunization requirements and provide proper documentation as required.

The student will:

- Be respectful while in the clinic.
- Report to the clinic on time every day to take his/her medication.

- Give all notifications regarding medications, immunizations, or other information to his/her parent/guardian on the day received.
- Not abuse his/her medication in any way.
- Understand that the school will administer medicine in the safest manner possible.

Clinic Hours

Clinic hours are 7:45-3:45pm and closed from 12:30-1:00 pm for lunch.

Over the Counter Medication

Schools no longer provide over-the-counter medication for the students. If your child requires medicine (prescription and/or over-the-counter), you must provide it. Please refer to the [Medication Information](#) link on system website.

Health Records & Admission Procedures

Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school.

Transfer students have 30 days to furnish the school with the appropriate Certificate of Immunization. Vaccinations and vaccination records may be obtained from the Tift County Health Department or from a private physician. Please note that the vaccination record must be on an official form provided by the Georgia Department of Human Resources. In addition, those students entering this Georgia public school for the first time must provide an eye, ear, and dental certificate.

JTR reserves the right to deny admission to any student that does not provide the above information. Students may also be denied admission until a certified discipline record is received from the school that a student last attended. Parents may also be asked to provide proof of residency in Tift County.

Insurance

Insurance is provided for all students participating in athletics or cheerleading. This is a supplemental policy that will pay after filing an individual primary family insurance.

Hospital/Homebound Instruction

Hospital/homebound instructions are provided to students who meet certain state eligibility requirements including a completed medical referral form signed by a certified physician. A student, who has a non-communicable, chronic health condition and requires an absence of a minimum of 10 consecutive school days, may qualify for hospital/homebound instruction provided there is proper verification. This service may be requested by contacting the student's guidance counselor. Certain regulations govern the program and these will be reviewed by the attendance administrator when a request for services is made. Dates approved for hospital homebound instruction are not absences.

Nutrition Program

Our mission is to be a partner in the educational process by providing quality nutritional education opportunities for students that promote healthy children, READY to LEARN.

The school nutrition program provides: Breakfast, lunch and after school snacks to help your child get the nutrition they need to learn, grow and develop. Menus must adhere to strict guidelines issued by USDA. Each meal planned must provide the required (USDA) number of food components and food items and meet the nutrient standards for the age/grade group served. Your child's monthly menus are posted on the Tift County School's web site.

Meal Accounts: Each cafeteria has a computer program for tracking meals. All Tift County students are assigned a student identification/account number. Students are required to learn their meal number to use at the cashier station. Since the 2015-2016 school year, students have eaten breakfast and lunch at no cost to them. If a student would like an extra meal they may purchase it for **\$1.75**, they may also purchase extra milk for **\$.40**. We encourage parents to come and eat with their child during the school year. Adults and non-students will pay **\$1.40** per breakfast meal and **\$2.40** per lunch meal. The price of tea is **\$.50**.

Cafeteria

The goal of the Tift County Schools Nutrition Program is to provide high quality nutritious lunches to all students in the Tift County School System. Menus must meet school lunch program meal pattern requirements. Meals are planned with a goal of providing students with one third of their Recommended Dietary Allowance (RDA) for key nutrients and calories.

The lunch menu will be published at the beginning of each month and is subject to revision as needed. No one is required to eat a lunch prepared by the lunchroom staff. If a student brings a sack lunch, it must be eaten in the cafeteria. Milk is available for purchase also. If a student purchases a second lunch, he or she is required to pay the adult price. All students will be given a lunch number, which they must key into a computer pad as they proceed through the lunch line. Students may not use another student's lunch number.

Media Policies

Basic Rules

- All students must have a media center pass stating the date, time, and purpose of the visit.
- Print only school-related information; utilize print preview to reduce unwanted pages or information.
- Be considerate of others by remaining quiet.
- No eating, drinking or chewing gum.

Services - The media center offers the following to students at J.T. Reddick School:

- Assistance in the search for materials and in locating information. Online resources, automated catalog
- Guidance in the acquisition of library media skills.
- Assistance in obtaining backdated periodicals for research and pleasure reading.
- Assistance in production skills.
- Guidance in effective problem solving and thinking skills.

Hours of Service

The media center will be open for service from 7:45 a.m. until 3:30 p.m.

Check Out Period

Students may check out regular materials for two weeks, reference materials are circulated overnight. Students are limited to two items checked out at one time. Limited renewals are allowed. Students are not charged overdue fines, but books must be returned in a timely manner. Media center privileges may be held for students with overdue book(s) or owing for lost book(s).

Audio-Visual Materials and Equipment

Audio-visual materials are checked out to teachers, student may use the materials under teacher supervision.

Copyright

Adherence to the copyright law of the United States is practiced in the media center. Duplications of copyrighted materials are done within the "fair use" guidelines. The media center reserves the right to refuse a request for copy if it involves a violation of the copyright law. This applies to both print and non-print material.

Lost Library Books

The current replacement cost will be charged for lost/damaged library books. Refunds will be made for books returned during the current school year.

Computer Use

Several computers are available in the media center for student use. Computers are for educational purposes only. Computer games and recreational usage are prohibited.

Electronic Communication Devices

During the school day, all electronic devices must be turned off and stored out of sight. Devices with earbuds may be used before and after school from 7:00–7:50 in the cafeteria and the gym and again at 3:05 at Car Riders and in the cafeteria. All sounds and speakers must be turned off at all times. The use of cameras is also not allowed on campus at any time.

Responsibility to keep devices secure rests with the individual owner. **Neither the school system nor its staff or employees, are liable for any device stolen or damaged on campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that serial numbers be recorded and that skins (decals) and other custom touches are used to physically identify your device from others. Serial numbers will be used to identify “found” items. Additionally, protective devices are encouraged.

Interscholastic Activities

Athletics is a very important part of any school program. Students who participate increase their leadership and social skills and learn to work in harmony with others. They help create greater school spirit among the faculty and student body. Students are encouraged to participate. J.T. Reddick School offers the following athletic teams both on our campus and through Eighth Street Middle School’s athletic program: baseball, basketball, cross country, soccer, football, golf, softball, tennis, track, volleyball, wrestling and cheerleading. If a student tries out for one of the sports at ESMS, they will be responsible for their own transportation from JTR to ESMS. Any J.T. Reddick student who wishes to try out for one of these has the right to do so. This does not guarantee the ability to make the team.

Attendance and Participation

Students must be present for one half of the school day in order to participate in any extracurricular activities that day. A student who is assigned to ISS or OSS will not be allowed to participate in any school-sponsored activity on the day that suspension is served.

No Pass No Play Policy

In order to participate in extracurricular activities, students must pass at least three out of four classes each semester. J.T. Reddick School will check eligibility on a case by case basis for 6th graders who participate. This list will show the grade, student's name, and period of ineligibility. The list shall be given to each coach and/or sponsor of any extracurricular activity prior to the initial meeting to ensure that ineligible students do not participate.

A student is ineligible the day after the semester ends if he or she has not passed three subjects. A student may have the first 14 calendar days after the close of each semester to complete work and change an incomplete grade. A student is ineligible during these 14 days and cannot practice or play until he or she passes three subjects.

INELIGIBLE STUDENTS ARE PROHIBITED FROM PRACTICING, TRAVELING OR TRYING OUT FOR TEAMS AND OTHER EXTRACURRICULAR PROGRAMS.

Clubs & Organizations

The following is a list of clubs and organizations that are offered at J.T. Reddick School:

Student Council - Student Council members are elected by the students to represent the student body. The council seeks to maintain a healthy rapport between the students and the administration by providing an avenue for students to be directly involved in many administrative decisions. Council members meet frequently with members of the administration to discuss issues that concern the student body. Council members sponsor various activities and other enhancement projects for the school.

FFA - FFA is a huge part of the J.T. Reddick experience. From competitions to camps, the FFA members represent Reddick and Tift County all over the state. FFA members help grow the garden and maintain the greenhouse in the back of the school. They also raise chicks and rabbits. The "bunny parade" in the last days of school is one of the highlights of the year!

Yearbook - The Yearbook Staff is responsible for compiling the annual yearbook. Throughout the year students attend various functions and festivities capturing candid shots to be placed in the yearbook. These students are given the task of making sure every student and faculty member's photo is in the yearbook.

4-H - Administered through the Tift County Extension Service, 4-H is a nationally affiliated club which provides opportunities for students to explore their interests in numerous areas including livestock, clothing, public speaking, forestry, auto mechanics, horticulture, and much more. Club members attend training seminars and participate in competitions on the local, district, state and national levels. .

English Language Learners

English to Speakers of Other Languages (ESOL) is a state funded instructional program for eligible English Language Learners (ELLs) in grades K-12 (Georgia School Law Section 20-2-156 Code 1981, Sec. 20-2-156, enacted in 1985).

Title III is a federally funded program. It provides eligible Local Education Agencies (LEAs) sub grants to provide supplemental services for ELLs. Both ESOL and Title III hold students accountable for progress in English language proficiency and evidence of attainment to the exit level.

The ESOL Program is transitioning from a discrete skills curriculum to a standards-based curriculum emphasizing language proficiency. The program's overarching standard is that students will use English to communicate and demonstrate academic, social, and cultural understanding. To reach this standard, it is critical that instructional approaches, both in ESOL and general education classes accommodate the needs of Georgia's linguistically and culturally diverse student and parent populations.

To the extent practicable, it is appropriate to use the home language as a means of facilitating instruction for English language learners and communication with their parents.

Tift County ESOL Mission Statement

Tift County strives to meet the needs of ELL students by providing:

- Support to students most in need of assistance, with the youngest students as the lowest priority with the understanding that they are placed in language/literature rich environments
- Professional Learning for classroom teachers
- ESOL programs in schools where the greatest needs are identified
- Resources and materials to support students in various subject areas
- Life skills and survival skills
- Instruction that meets the individual needs of the ELL (English Language Learner) student

Tift County Goal for ELL students

To give students the skills they need to function and reach their own potential as members of an English speaking society. Parent involvement and opportunities for parents to learn are encouraged. Whenever possible, notes and messages are sent home in the parents' native language.

English to Speakers of Other Languages (ESOL) Program Plan/Policy

Rationale

An ESOL program plan/policy is designed to provide consistent and non-discriminatory procedures throughout each local school district as recommended by the United States Department of Education Office of Civil Rights. Districts are mandated by Title VI of the Civil Rights Act of 1964 to provide an alternative program of service when there are students who are

limited English proficient (LEP) and are unable to participate effectively in the district's regular instructional program.

ESOL Program Description

The English to Speakers of Other Languages (ESOL) program is offered to all (ELL) English Language Learners who meet the testing eligibility criteria. This program aids in the success of a limited English proficient student in an English-speaking classroom. Our goal is to have students succeed in all four language skills (listening, speaking, reading and writing) both socially and academically. We also want them to understand and function successfully in our American culture. Immersion in an English-speaking environment with guidance from the ESOL teacher and accommodations provided by all other school personnel will produce the results necessary. The ESOL teacher shall have the ESOL endorsement issued by the Georgia Professional Standards Commission (GAPSC), and the ESOL class is limited to the maximum size specified in State Board of Education Rule 160-5-1-.08 Class Size.

Parent Support

The Parent Support Group is made up of any parent that wishes to join from Eighth Street Middle School and J. T. Reddick. This group provides food and feeds teachers frequently throughout the year. They also volunteer at the school for various events during the year.

Pledge to the Flag

The Pledge to the Flag will be made each morning following a moment of silence. Students are encouraged to show respect for the flag by standing quietly, facing the flag, placing their right hand over their heart, and repeating the pledge.

Flowers and Gifts

The delivery of flowers and gifts to students is not permitted at any time during the school day. Businesses should deliver these items to the student's home.