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Principal's Welcome

Dear Parents and Students,

Welcome to a new school year! It has been an absolute privilege to serve as your Principal for the past two years. I, along with the VECA Team, am delighted to have another opportunity to work with each of you as we strive for excellence. This year's theme is: *iCelebrate@: Ten Years of Relationships, Respect, Responsibility, Rigor!* This year, we celebrate 10 years in existence. What an accomplishment! We could not have achieved this without you.

This year we will continue to celebrate the many wonderful things happening at Valdosta Early College Academy. This past year we celebrated the following:

- The first cohort of 8th grade Georgia REACH Scholars (Reaching Educational Achievement Can Happen)
- District Science Fair Winner: Alex Clements (6th Grade)
- VECA's 1st Robotics Team winning 1st and 2nd place at the VCS STEAM Day
- VECA's newest Student Leadership Team-VECA United

VECA will continue to make its mark in the Valdosta community as we look forward to graduating our fourth class of seniors in the spring, the Class of 2018!

Please read the handbook carefully. It will provide you with important information, dates and expectations. I am sure by working together we can continue to create a culture of strong, caring relationships and academic excellence.

With Excitement,

A handwritten signature in black ink that reads 'Mae McKinney'.

Dr. Mae McKinney



VECA's Vision

Valdosta Early College Academy will provide the opportunity for our students to develop the knowledge, skills, and behaviors which enable them to be successful in high school, college, and the future in a global society.

VECA's Mission Statement

Valdosta Early College Academy is a student-centered learning community committed to providing engaging, rigorous academic coursework. Students are given the care and support needed to meet high expectations, succeed in high school, and be prepared for the early college experience of completing college courses during their junior and senior years.

VECA's Core Values

Relationships – develop a positive, caring learning community

Respect for yourself and others

Responsibility for your learning and your choices

Rigor – consistent, high expectations for everyone

VECA's Expectations

~Be Kind~
~Be Respectful~
~Be Responsible~
~Be Prepared~



FACULTY AND STAFF

ADMINISTRATION TEAM	
Principal	Dr. Mae McKinney
Assistant Principal	Johnnie Marshall
Administrative Secretary	Lisa Colburn

STUDENT SUPPORT SERVICES	
Counselor	Melanie Drayton
Support Teacher	Traci Jones

6TH - 7TH GRADE TEAM

Teacher	Subject	Room
Jennifer Sparks	English Language Arts	3
Hope Jackson	Mathematics	2
Lanita McDuffie	Science	4
Jordan Arnett	Social Studies	1

8TH - 9TH GRADE TEAM

Teacher	Subject	Room
Meredith Hall	English Language Arts	5
Kimberle Kudyk	Mathematics	23
Rolando Canelon	Science	6
Kyle Elder	Social Studies	24

10TH – 12TH GRADE TEAM

Teacher	Subject	Room
Timeka Ross	English Language Arts	38
Shirley Lucas	Mathematics	39
Aina Nunn	Science	37
Kyle Elder	Social Studies	24

ELECTIVES – 8TH -12TH

Teacher	Subject	Room
Marcela Paredes	Spanish	36
Brad Tarpley	Health/Physical Education	22/Gym
Stephanie Thomas	Computer Science	Comp Lab

SCHOOL NURSE
Laurie Broome

SRO
Officer Kristy Siren



LUNCHROOM STAFF	
Manager	Donna Sanders
Assistant	Nivia Conception

CUSTODIANS
Clare McClary
Dorothy Owens

A. ATTENDANCE

SCHOOL SCHEDULE

- 7:25 a.m. - Students begin to arrive in cafeteria
- 7:25 a.m. - Buses begin arriving – students enter cafeteria
- 7:25 a.m. - 7:40 a.m. Breakfast is served
- 7:40 a.m. - High school students transition to homeroom
- 7:45 a.m. - **All students arriving after this time are tardy and must report to office for tardy pass.**
- 7:45 a.m. - Middle school students transition to homeroom
- 7:50 a.m. - Middle school homeroom
- 3:00 p.m. - Dismissal

ARRIVAL AND DISMISSAL PROCEDURES

Buses will drop-off and pick-up students on the Azalea Drive side of the campus. Students who arrive by bus are to walk directly to the cafeteria. In the afternoon, bus students will be dismissed by bus number to the bus loading area. Food, drinks, gum, and any other items which are not school related are not allowed on the bus and will be confiscated. Inappropriate behavior may result in a loss of bus riding privileges for a determined amount of time and/or consequences from the student code of conduct. Students are only allowed to ride their assigned bus. In emergency situations, a pass to ride another bus must be issued by an administrator provided the administrator has been given a written note requesting a change of transportation signed by the student's parent. The school secretary will verify this change of transportation by calling the parent.

Car riding students may be dropped-off and picked up on the on College Street side of the campus. Parents are asked to be alert and follow directions given by duty personnel while driving on campus. Students should not be dropped off prior to 7:25 a.m. or picked up later than 3:10 p.m. unless involvement in a school sanctioned activity warrants as duty personnel are not in place prior to 7:25 a.m. or after 3:10 p.m. To ensure your child's presence in homeroom by 7:45 a.m. for high school students and in the lunchroom at 7:45 a.m. for middle school students, please arrive early enough to allow extra time for slower traffic flow and for students to be in place by 7:45 a.m.

ATTENDANCE POLICY

It is the belief of Valdosta Early College Academy that regular school attendance is important to all students. Good attendance is absolutely necessary for success at Valdosta Early College Academy.

Please adhere to the following procedures:

1. Students with an absence will be allowed to make up missed assignments upon returning to school. **The student is responsible for talking with the teacher and making arrangements for time, etc., for make-up work within the grading period (current nine weeks).**
2. Students who are ill and who will be absent due to illness for **10 days or more** may be eligible for services of the hospital/homebound teacher. Parents should contact the principal.

Students are expected to be in school except in cases of emergency or for reasons explained below:

- A. Personal illness: The school may require written notification from a doctor.
- B. Illness in the family: All school work should be kept current.

ATTENDANCE POLICY CONTINUED

- C. Quarantine in the home: The absence arising from this condition is limited to the length of quarantine as fixed by proper health officials.
- D. Death of a relative.
- E. Observance of a religious holiday: Any student of any religion shall be excused if his or her absence is for the purpose of observing a religious holiday consistent with his or her creed or belief.
- F. When conditions render school attendance impossible or hazardous to their health or safety (i.e. weather).
- G. Subpoena

Steps to follow when absent:

1. A parent or guardian should write an excuse giving the student's name, date, days of absence, reason for absence, and his/her signature. Another alternative is a doctor's excuse.
2. The student should present the excuse to the homeroom teacher the first day back at school.

ABSENCES WILL BE DEALT WITH ACCORDING TO BOARD POLICY WHICH IS EXPLAINED IN DETAIL IN THE "CODE OF STUDENT CONDUCT" FOR VALDOSTA CITY SCHOOLS: Please refer to the Valdosta City School System *Code of Student Conduct* for a detailed explanation of Absence and Excuse policies.

TARDINESS

Both high School and middle school begin promptly at 7:45 a.m. Students must sign in at the office when arriving tardy. Students are tardy after 7:45 a.m. Tardiness interferes with the instructional process and disrupts the classroom. In order to promote positive work ethic, please make sure your child is on time for school. Excused tardies are also based on the seven legal reasons as stated for absences. The consequences for unexcused tardies are spelled out in the system Code of Student Conduct.

CHECK-OUT PROCEDURES

Whenever possible, medical and dental appointments should be made outside of school hours. Parents must complete the proper form (supplied by school officials) indicating the name(s) of persons who are authorized to check out their child. The parent, or authorized person, must come in to the front office to present identification and sign the sign-out sheet. Any person designated to check out a student must be 21 years of age or older. **A child will be released only to the parents or other adults named on the check-out form or where written documentation is provided.**

Students who are checked out for the remainder of the day before 11:30 a.m. will be counted absent. Students who check in before 11:30 a.m. will be counted present.

B. DISCIPLINE

Students are expected to adhere to the Valdosta City School System Code of Conduct. Consequences for discipline infractions are progressive.

GENERAL EXPECTATIONS

1. Follow directions the first time they are given.
2. There should be no food, drink, candy, or gum consumed or possessed by students on campus (this excludes food at lunch).
3. Keep hands, feet, and objects to yourself.
4. Report any problem immediately to a teacher or administrator.
5. Use a courteous manner and tone of voice when speaking with a teacher or staff member. Disrespect is considered a severe offense and will result in immediate disciplinary action.
6. No fighting! Fighting is considered a severe offense, and will result in disciplinary action. If someone strikes you, report it immediately to a teacher. **DO NOT STRIKE BACK!**

STUDENT DRESS CODE

Valdosta Early College Academy strives for excellence by dressing for success. Our students are required to purchase and wear VECA polo shirts with black bottoms (for middle school) and khaki bottoms (9th and 10th grades). All students must wear a uniform type pant.

Dress Code for Young Ladies (6th-10th grade)

Young ladies in grades 6th-8th are required to wear a logo polo shirt with **black** pants (cropped, capri, shorts or skirt). Young ladies in grades 9th-10th are required to wear a logo polo shirt with **black or khaki** pants (cropped, capri, shorts or skirt). Skirts and shorts are required to be no shorter than fingertip length above the knee when standing. There is no specific shoe requirement.

Dress Code for Young Men (6th -10th grade)

Young men in grades 6th-8th are required to wear a logo polo shirt, tucked in at the waist, with a belt, **black** pants or shorts (Dickie style). Young men in grades 9th-10th are required to wear a logo polo shirt, tucked in at the waist, with a belt, **black or khaki** pants or shorts (Dickie style). There is no specific shoe requirement.

The dress code will be enforced! Consequences for violations are listed in the VCS Code of Conduct.

There are special occasions and *Dress Down Fridays* in which the students in grades 6th – 10th may wear their own clothing, but administration will communicate with parents of these specific occasions. Valdosta City Schools' dress code will be in effect on these days.

The following items are dress code violations and are unacceptable for students in grades 6th – 12th:

- Visible undergarments
- Sagging pants below the waistline allowing for shorts/undergarments to be seen
- Revealing blouses, shirts, tops (the shoulder must be covered/3 inch minimum)
- Hats, hoods, and bandanas or any other headgear deemed inappropriate
- Combs/picks/curlers worn in the hair
- Ripped/torn clothes
- Clothing displaying vulgar or inappropriate designs and/or language
- Clothing advertising the use of tobacco, alcoholic beverages or illegal drugs
- Skirts, shorts, or dresses more than 3 inches above the knee
- Leggings, jeggings, or yoga pants not worn with a covering garment that goes to mid-thigh.
- Gang related attire (This will include anything brought to an administrator's attention.)
- Pajamas and bedroom shoes
- Jewelry, clothing, or any article that can be used as a weapon
- Any form of dress that attracts undue attention and/or is distractive of the instructional process

On a case-by-case basis, administrators may ban items that disrupt the learning environment.



CELL PHONES / ELECTRONIC DEVICES

Students shall not activate, utilize or display electronic communication devices while at school. **Cell phones should be stored away in book bags or purses and should not be displayed or visible in outer pockets.**

1st Offense: Device confiscated. A parent/guardian must make an appointment with the school administrator to pick up the device and sign a memorandum of understanding (MOU) regarding the policy.

2nd Offense: Device confiscated for the remainder of the year per MOU previously signed by parent/guardian.

3rd Offense: Device confiscated for the remainder of the year per MOU previously signed by parent/guardian. Students who violate this policy three (3) times will be deemed habitual offenders. Habitual offenders may be suspended from school for up to 10 days.

****Students who refuse to relinquish their electronic device will receive an immediate 3-5 days OSS.***

The Valdosta City Schools will not be responsible for lost or stolen communication devices.

C. ENROLLMENT

TELEPHONE / ADDRESS / TRANSPORTATION CHANGES

Please notify the school immediately if there is a change in your address, telephone number, baby sitter or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

Anytime a student changes their method of transportation the office and/or teacher should be **notified in writing**. This includes changes in transportation for extra-curricular activities. If notification is not received, your child will follow his/her regular method of getting home. Students must ride their assigned bus. Any bus changes must be approved by an administrator and will be granted for emergencies only.

D. EXTRACURRICULAR ACTIVITIES

STUDENT LEADERSHIP TEAM

VECA United is a newly formed student leadership team. Students have an opportunity to represent their class as a Leadership Team Member.

MUSEDAY-TUESDAY

Museday-Tuesday is a fine arts club that assists students in using the arts (dance, art, drama and music) to express creativity. Students perform throughout the school year. Students meet every Tuesday at 3:30 p.m.

FELLOWSHIP OF CHRISTIAN ATHLETES

FCA is a student-led Christian organization composed of students in grades 6-12 at VECA. Athletes as well as non-athletes participate in VECA's chapter of FCA.

ATHELTICS

VECA students are able to participate in the athletic programs through their home school, Newbern Middle, Valdosta Middle, and Valdosta High School. VECA students have participated in a variety of activities at all of these schools: football, basketball, baseball, softball, cross country, track, wrestling, cheerleading, dance team (at middle schools), and color guard. We encourage our students to become involved in the activities at their home schools.



VCS STUDENT-ATHLETES PARTICIPATION IN ATHLETICS

Valdosta City Schools provides numerous opportunities for our students to participate in athletics throughout the school year. We offer 14 sports programs for all students of the Valdosta City School System.

Every student that wishes to participate in athletics must pass the required number of classes set forth by Georgia High School Association and Valdosta City Schools.

Every student that wishes to participate in athletics must complete a physical examination by a licensed medical doctor and be fully cleared to participate in athletic activities. All physicals expire after one full calendar year and must be renewed for continuation in the athletic programs.

The opportunity to play on one of Valdosta City School's athletic teams is a privilege and not a right. Each student selected to participate is expected to display good behavior at all times.

There will be tryouts for every high school and middle school teams. The students selected to play on the teams are not guaranteed a certain amount of playing time. The Head Coach reserves the right to determine how much playing time is rendered to each student-athlete.

IF ANY STUDENT-ATHLETE CHOOSES TO QUIT A TEAM OR HAS TO BE REMOVED FOR DISCIPLINARY REASONS, THAT STUDENT CAN NOT PARTICIPATE IN ANOTHER SPORT UNTIL THE CURRENT TEAM HAS COMPLETED THEIR SEASON!!! THIS RULE DOES NOT INCLUDE ALL-STAR PRACTICES OR GAMES.

THE NEW SEASON OF PARTICIPATION FOR EVERY STUDENT-ATHLETE STARTS IN THE SUMMER. ONCE YOU ARE SELECTED FOR A TEAM AND START PARTICIPATING DURING THE SUMMER, THE RULE MENTIONED ABOVE STARTS!

(Valdosta City Schools Athletic Director, Coach Mitchell)

E. GRADES

ACADEMIC PERFORMANCE

Parents are encouraged to talk with teachers about their child's grades. Number grades are assigned for all academic and non-academic subjects at Valdosta Early College Academy. Below is the grading scale used by the Valdosta City School System:

- 90 - 100 = A**
- 80 - 89 = B**
- 70 - 79 = C**
- Below 70 = F**

REPORT CARDS

Report cards are issued at the end of each nine week-grading period. If students' grades are not satisfactory, parents are encouraged to arrange an appointment with the child's teachers, by calling the office, in order to discuss the problem(s).

Interim reports are sent home during the mid-nine-week period to alert parents of possible failure for the nine weeks. Parents are encouraged to follow through with teacher recommendations for improvement.



ACADEMIC HONOR ROLL

It is the goal of Valdosta City Schools to set high expectations for all students and provide recognition for academic success. Students who meet challenging and rigorous academic achievement goals are rewarded each 9 weeks and recognized for their achievement by the school and district.

HONOR ROLL WITH DISTINCTION

Students in grades 6-12 are eligible for Honor Roll with Distinction with a GPA of 95 or above average in core academic subjects (including academic electives).

HONOR ROLL

Students in grades 6-12 are eligible for Honor Roll with a GPA of 85-94 average in core academic subjects (including academic electives).

VECA'S PERFORMANCE CRITERIA

Satisfactory performance in the key areas of academics, behavior/discipline, attendance, and dress code are necessary for continued enrollment in our Early College program. Student performance in these key areas will be reviewed each year for transition to the next grade.

Students must:

Maintain a grade point average of 75 or greater in all academic subjects which include: English Language Arts, Math, Science, Social Studies, and World Language.

Maintain a grade point average of 70 or greater in all elective subjects which include: AVID, Computer Science, and Health/Physical Education.

Meet the VECA promotion requirements each year. If a student does not satisfy the promotion requirement, the student will be withdrawn from the program and transition to their home school.

Transition to 7th grade Maintain a grade point average of 75 or greater in all academic subjects and 75 or greater in all elective subjects with no academic, behavior, or attendance probation.

Transition to 8th grade Maintain a grade point average of 75 or greater in all academic subjects and 75 or greater in all elective subjects with no academic, behavior, or attendance probation. Students must meet the state requirement for promotion.

Transition to 9th grade Maintain a grade point average of 75 or greater in all academic subjects and 75 or greater in all elective subjects with no academic, behavior, or attendance probation. Earn a minimum of 6 credits in high school courses.

Transition to 10th grade Maintain a grade point average of 75 or greater in all academic subjects and 75 or greater in all elective subjects with no academic, behavior, or attendance probation. Earn a minimum of 12 credits in high school courses.



Transition to 11th grade	Maintain a grade point average of 75 or greater in all academic subjects and 75 or greater in all elective subjects with no academic, behavior, or attendance probation. <i>Qualify for admission to MOWR/Dual Enrollment at Valdosta State University meeting minimum Compass and SAT assessment requirements.</i>
Transition to 12th grade	Maintain a grade point average of 75 or greater in all academic subjects and 75 or greater in all elective subjects with no academic, behavior, or attendance probation. Earn no less than a C in VSU MOWR courses and be on track for graduation.

Students must:

Meet expectations for **appropriate behavior**. Students with excessive discipline incidents will be placed on a Behavior Contract and referred to the Supporting Student Success team.

Meet expectations for **attendance**:

- Students should accumulate **no more than** five absences per year.
- Students should not accumulate excessive tardies to school.
- Over five absences or excessive tardies require an Attendance conference, an Attendance Contract, and referral to the Supporting Student Success team.

Meet expectations for **uniform dress code**.

PARENT PORTAL

Parent Portal is an online program that allows parents to check the grades, attendance, and transcript of their student at any time and from any location. Parents are encouraged to use the Parent Portal to monitor their student’s status at VECA. Parents must provide ID in person in the front office to obtain a portal account.

STUDENT PORTAL

Student Portal is an online program that allows students to check the grades, attendance, and transcript at any time and from any location. Students are encouraged to use the Student Portal to monitor their status at VECA. Students can obtain access from their homeroom teacher.

AUTOMATED PHONE CALLS

To keep parents/guardians informed, Valdosta City Schools and VECA will occasionally make announcements through automated phone calls. Please contact Mrs. Colburn in the front office if your contact information needs to be updated.

PROMOTION AND RETENTION CRITERIA

VALDOSTA CITY SCHOOLS' PROMOTION RETENTION BOARD POLICY

DESCRIPTION CODE: IHE

The Valdosta City Board of Education ("the Board") shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students.

The Board hereby authorizes the district Teaching and Learning Department to establish procedures or regulations for local promotion criteria to be used in making decisions concerning promotion, placement or retention of students in Grades 1, 2, 4, 6, and 7, (and for students in grades 3, 5, and 8 in years when, and if, reliance on state-adopted assessments has been waived). Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
5. For any student receiving special education or related services, the Individual Education Plan Committee shall serve as the placement committee.
6. A school level promotion and retention decision is final and subject to appeal only at the discretion of the Superintendent or designee.

The following local promotion criteria will be used beginning in the 2016-2017 school year. Students in each grade must pass the following requirements in addition to any state requirements:

SIXTH THROUGH EIGHTH GRADES:

Sixth through eighth grades:

1. Final grade average of 70 or above in all four academic subjects: mathematics, English/language arts, science, and social studies.
2. A student must have an average of 70 or above in 3 out of 4 connection grading segments.
3. Mastery of a minimum reading proficiency level as determined by the district.



NINTH THROUGH TWELFTH GRADE

Students are required to pass all core academic courses and earn a minimum number of unit credits to be promoted.

Graduation Requirements

Course Requirements	
English Language Arts*	4
Mathematics*	4
Science*	4
Social Studies*	4
Health/Personal Fitness	1
Fine Arts / Modern Language*/ Career Technical	3 *(2 units in same Modern Language are required for the University System of Georgia admissions)
Additional Electives	4
Total	24

* To fulfill graduation requirements and to be considered for admission to a University System of Georgia College or University, students are required to take and pass specific courses in each academic area. Students should meet with their counselor for detailed requirements.

HONOR GRADUATES

Honor graduate status will be determined through the 3rd nine weeks of the senior year (4th year) of high school.

For the Class of 2016 and beyond students must have a 90 or above academic class rank GPA **OR** have an academic class rank GPA of at least an 85 with 6 AP/IB or Academic MOWR credits.

CLASS RANK

Class Rank will be calculated in the following manner:

1. Class rank is calculated through the 3rd nine weeks of the senior year (4th year) of high school.
2. Class rank is based on the 100-point scale academic class rank GPA. Academic courses include all math, science, social studies, language arts, and foreign language courses.
 - a. Academic transcript grades are used to determine rank in addition to the senior year academic courses through the 3rd term. Third term senior year calculations are based on current academic course averages before the addition of merit points.

F. GUIDANCE

GUIDANCE AND COUNSELING PROGRAM

The school counseling program at VECA is designed to reach every student and focuses on the knowledge, skills, and attitudes needed for an individual's successful academic achievement, career development, and personal and social growth. VECA's counselor's time is spent maximizing the benefits of a program that serves all students. VECA's counselor is also available to work with parents and faculty to help provide the best education for each student.

Students who want to meet with the counselor must complete a student referral form. Students will receive a pass to the guidance office when called by the counselor. Referrals can be made by the student, teacher, administrator, parent, or other personnel.

The school counselor will address topics such as self-esteem, decision making, goal-setting, character building, and other areas as needed. The school counselor will work with students in the areas of personal, social, and academics through individual counseling, small group counseling, and classroom guidance. The school counselor is available Monday – Friday, 11:00 a.m. – 3:00 p.m.

G. PARENTAL INVOLVEMENT

PARENT/TEACHER COMMUNICATION

Parents are encouraged to contact the school whenever the need arises. Teachers may be contacted by note, telephone, or e-mail. If you call during the school day, the office will leave the teacher a note to return your call.

PARENT/TEACHER CONFERENCES

If you want to have a conference with your child's teacher(s), please call ahead to make an appointment through our office. Our teachers' schedules do not allow time for drop-in conferences. Please call 229-671-8455 and Mrs. Colburn, school secretary, can assist you with scheduling a conference.

PARENT INVOLVEMENT

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in their child's education at school
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

PARENT RESOURCE AREA

To provide parents with information and resources to support parent involvement, VECA has established a Resource Area available to parents in our lobby and in the front office.

H. SCHOOL POLICIES

ASSEMBLIES

School assemblies contribute to the development of our school climate. The number of assemblies and the privilege of students to attend are contingent upon their ability to conduct themselves properly at all times, regardless of the type assembly being viewed.

The following points are emphasized:

1. Please enter as quickly as feasible.
2. Please remain quiet and attentive during all programs. A courteous reception should be extended to persons and programs at all times.
3. Whistling, booing, talking, and other inappropriate behaviors show a lack of respect and will be addressed.

LUNCHROOM PROCEDURES

The **lunchroom rules** are as follows:

1. Every student will go to the lunchroom at an assigned time whether or not he/she eats.
2. Get everything needed from the food lines before being seated.
3. Noise in the lunchroom must be kept minimal.
4. Once seated, you are to remain seated, unless you have permission from duty personnel. Students are not allowed to go from table to table.
5. Leave your area clean and free of litter.
6. Return trays, plates, and silverware to the designated area.
7. Put all paper and food not eaten in the garbage can.
8. Drinks or glass containers are not allowed in the lunchroom.
9. Food from outside vendors/restaurants is not allowed in the lunchroom. Snacks will not be allowed in the lunchroom (this does not apply to students bringing their own lunch).
10. Absolutely no talking/noise when silence is requested.
11. Food may not be taken out of the lunchroom.
12. **Administration and duty personnel will ensure that behavior is appropriate in the lunchroom by assigning seats or utilizing other steps of the school discipline plan.**

EMERGENCY PROCEDURES

Students will participate in emergency drills to be prepared for any actual emergency. They will recognize the signals and move quickly and quietly along the appropriate route to the designated area. Students remain with their teachers until teachers receive an all-clear signal.

SCHOOL LOCKDOWN

The signal for **lockdown** will be given by an intercom announcement. A Level 1, Level 2 or Level 3 will be given. When all is safe, another announcement of all *clear* will be made.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year to insure the safety of all involved. Misbehavior during these drills will not be tolerated and will result in a consequence to the offending student. Remember these basic rules:

1. Follow the instructions given by your teacher.
2. Remain with your class.
3. Walk quickly and quietly to designated area and have a seat (if ground conditions permit).
4. Return directly to class when instructed to do so.

The signals for the drills are as follows:

The signal for a **fire drill** is the fire alarm. An evacuation plan is posted in each classroom.

The signal for **severe weather** is an announcement by school administration. Students should go to the pre-designated area, kneel down with backs to the wall, and put their hands on top of their head.

SCHOOL INSURANCE

School insurance is available to all students. It is the responsibility of the parent to provide insurance in case a student is injured in an accident at school. Parents are given the opportunity to purchase accident insurance for their student(s) by contacting **Markel** at 877-444-5014 or by visiting their website at <http://markel.sevencorners.com/>. Payment must be made by credit or debit card. Detailed brochure and claims reporting information can be found on the enrollment website.

SCHOOL VISITORS

All visitors must report to the front office and sign in when they arrive. Upon checking in and stating the purpose for your visit, you will be issued a visitor's pass. Parents are always welcome at Valdosta Early College Academy. If you wish to visit your child's class, please notify the teacher 24 hours prior to the date you want to visit, unless prior arrangements have been made with an administrator. Visitors during the lunch period are limited to the parents/guardians of a student due to the capacity limits of our cafeteria.

STUDENT I.D.'S

I.D.'s will be available for students. Students must have an I.D. to be admitted to some school functions such as dances, athletic events, etc.

TELEPHONE PRIVILEGES

The school telephone is for business purposes. Student use of the phone is limited to emergency situations. Please make sure that your child knows how he/she will get home from school prior to coming to school. Students will not be allowed to leave classes to make or answer personal calls. Students will not be allowed to use the phone to call for items left at home. Practice schedules are given in advance for any sport or extracurricular activity. If you do not receive one, please ask the coach or club sponsor.

TEXTBOOKS

The Valdosta City Board of Education furnishes textbooks to all students. Each student is assigned a set of books with his/her name written in by the teacher. The student is responsible for the care of the books issued. Loss or damage of these books will result in payment to the school. Parents are encouraged to periodically inspect the condition of the books and to report any unusual wear to the teacher.

VALUABLES AT SCHOOL

School personnel try to prevent losses, but they are not responsible for students' personal property. Large amounts of money or valuables should not be brought to school. Any valuables that are accidentally brought to school should be checked in at the front office. The student's name should be on all property and clothing. Students are not allowed to have any electronic devices on campus (see Code of Conduct).