Welcome

Dear Parents/Guardians,

Tybee Island Maritime Academy opened its doors to students in August 2013. We serve students in grades K through 5. Our students are taught by educators committed to a high standard of excellence. Students at TIMA have access to an integrated maritime curriculum that includes career exploration, personalized technology, and specially equipped classrooms for language studies, music, art, robotics/engineering, and design.

Tybee Island Maritime Academy’s mission is to create a supportive, highly involved, learning community which will promote the highest academic achievement through a maritime, career focused, project based curriculum centered on the natural and historical context of Tybee Island and the surrounding Savannah area.

I request your assistance and cooperation in offering students the support they deserve. Our goal is to establish a strong home/school connection working together for all of our students. Volunteers, mentors, and guest speakers will be a valuable resource as part of our team. We look forward to working together with you as we inspire creativity and a passion for learning.

Please read this student handbook and discuss it with your child. It is important for you and your child to be familiar with the school’s policies and procedures.

We strive to provide a quality education for all students in a safe, happy and orderly environment.

Please contact me to schedule an appointment or share your thoughts with me at Peter.Ulrich@sccpss.com.

Sincerely,

Peter L. Ulrich
Principal
Admission and Registration

Admission Process

All students must be a resident of Chatham County to register for the lottery. *Military orders are an exception.*

- Open Admission-second Monday in January - Complete an admission application for the Lottery through Lotterease beginning the second Monday in January. An application must be submitted for each child.
- Lottery - The Lottery will be held on the second Monday in February TIMA Gym. You do not need to be present to be chosen. Children not chosen through the random lottery will be placed on the wait list in random order. After the lottery all families will be notified of their child’s acceptance or wait list status. If a seat becomes available, you will be contacted via email.
- Enrollment - Finalized acceptance and registration into TIMA is contingent upon verification of all information submitted. Parents/guardians must provide all registration materials during the allotted window or risk losing their child’s space in the school.

Admission

Based on our Charter and Georgia State Law, enrollment preferences will be given to:

- A sibling of a student enrolled at TIMA.
- A student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional or other employee at the charter school.

TIMA will utilize the available weighted lottery option during our admission process in order to give qualifying educationally disadvantaged students double the chance of being selected for an available seat. Qualifying students must meet one of the following: lives below the poverty line, qualifies for free or reduced lunch, or whose family qualifies for federal benefits including SNAP, TANF, WIC, or Medicare.

Eligibility And Admittance: All students receiving special education, IEP, and gifted services must go through a screening process before entering those various programs. The request for screening may be made by the parent or the teacher. This process is a lengthy one; therefore, early identification is desirable.

- Specific Learning Disabilities (SLD) is a program which provides special help for those students who have been diagnosed as having difficulty in learning to write, read, discriminate sounds or work with numbers. These students often have average and above average intelligence but due to a learning problem are not doing well in one or more of the academic areas. Special materials are available within the school and additional resources are provided by the school system.
- Speech: Students who have problems in speech may receive the assistance of a speech therapist for short periods of time each week. The particular type of speech problem is identified and the therapist plans activities to help correct the difficulty.
- Gifted: The Gifted Program is a program designed to meet the educational needs of identified gifted students. This program is designed to nurture the unique abilities of these students. At TIMA, students are served through their classes by gifted endorsed teachers.
TIMA Vision

Our vision is a safe, secure environment where each individual is accepted, supported, valued and challenged to excel.

TIMA seeks to create a vibrant, dynamic and unique learning experience that seeks to engage every student, stimulate intellectual curiosity, and facilitate academic excellence and achievement. Fulfilling our mission means the following details of our vision will be accomplished:

TIMA will guide students in the development of character and academic potential through a rigorous, content-rich, hands-on project-based curriculum

TIMA will include character-enrichment combined with a focus on skill development leading to successful career opportunities. The school’s educational philosophy stems from the value that every learner is a teacher and every teacher is a learner, and each individual’s perspective and voice are important.

- K-5 curriculum and instruction should be meaningful, personalized, connected, relevant and student-centered.
- Through real-life projects and activities, students not only embrace traditional concepts, but also hone their ability to think critically and creatively, to solve problems and to work together. Students learn how to succeed not only in the classroom, but also in the real world.
- Students, faculty and staff are supported by visionary leaders who have deep connections and partnerships in the local, state, national and global communities.
- The key constituents—students, parents and families, faculty and staff, the governing board, and the community and local partners—share a spirit of appreciation, valuing and encouraging diversity and inclusion, and building social cohesiveness within the neighborhood and beyond.
- The facilities and grounds are safe, welcoming and encourage the learning process for each student.
- There are sufficient resources—human and financial—that ensure operations are functioning effectively.
- A visit to the school leaves the impression that you have experienced education at its best and learning at its deepest.
Manners (excerpts from Emily Post’s Guide to Manners for Kids)

Most of your day in school is spent in the classroom. Your teacher, the other students, and you are like a cross between a job and a family. One way to get others to respect you is to show respect for them. There are eight important manners for the classroom that help make it a respectful place for everyone:

1. Make an effort to greet everyone with, at least, a: “Good morning” and a smile. Adding a comment such as “How was your game last night?” or “Mrs. Bass, that chapter we read last night was hard!” makes others feel included and lets them know you are a friendly person.

2. Call teachers and any other adults in the classroom by the name and title they prefer. Some teachers prefer to be called by their first names, but unless they specifically ask you to do that, call them by their correct name and title (e.g., Mr. Smith, Dr. Stewart, etc.)

3. Call your friends by the names they prefer. Nicknames may seem fun, but sometimes they can be very hurtful.

4. Follow classroom guidelines for getting up, walking around, leaving to go to the restroom. Each classroom may be different. The important thing is to respect the rules set up for the room you are in.

5. Sit up at your desk or table just the way you do at mealtime. Lying all over your desk or table as if you’re bored or tired is both rude and disrespectful. If you are that tired in class, plan to get more sleep at night. If you are that bored, ask your teacher how you can be more involved.

6. Keep the area around your desk neat.

7. Chip in to help keep shared spaces neat and picked up – the sink, the reading area, the computer stations, the bulletin boards. Every part of the classroom is yours to share and keep clean.

8. Greet others who come into your room. Show respect by using the greeting that is normal in your school.

Tybee Island Maritime Academy will be using Inspire Your People’s Love Your People declaration (https://www.inspireyourpeople.com/love-your-people/) as the foundation for our school-wide expectations. More information is included later in this handbook.
School Hours
No adult supervision is provided before or after school unless your child is attending scheduled tutorials or you have provided for before/after school care. (The 2019-2020 instructional school hours are 9:15-4:00).

Arrival
The student arrival window is from 8:45-9:15 AM. Students may not arrive before 8:45 AM. Students eating breakfast should report directly to the cafeteria. All other arriving students should report directly to 1st period. Car riders and walkers/bike riders are to use the front entrance for arrival. Any students arriving after 9:15AM must have a parent sign them in at the front office and will be marked tardy.

Dismissal
Student dismissal begins at 4:00PM. Students are not to leave their class until dismissal has been called. Parent drop-off and pick-up is at the front of the school. Students must be picked up on campus by 4:15PM. Students who are repeatedly picked up past 4:15PM may be referred to administration and/or encouraged to enroll in an After-School Care program.

Early Dismissal
If it is necessary for a child to leave school before the end of the school day, his/her parent or guardian with whom he/she resides must send a written request or arrive in person for the child and make the request in the main office. The person picking up the student MUST REPORT TO THE OFFICE and be prepared to show identification. No students will be released early unless the office staff calls for them. In cases of doubt, the principal may require evidence that the person picking the child up is entitled to custody. Please be prepared to show identification. Students will not be released after 3:00PM without express permission from Administration, so please plan accordingly.

Transportation
“There and back again...” Sometimes, just getting to school can be a challenge. Some students have a long walk. Others ride a bus for as much as an hour each way. Some students pack into a car with other students, toddlers, and babies. Some students ride their bike, balancing lunch, books, or school projects as they go. No matter how students get to school, there are some key manners that will make getting there and home again fun and safe for everyone.

Walking or Biking to School
Here are some tips for students that like to walk or ride their bike to school:
- Cross at corners or crosswalks.
- Don’t try to walk and text or walk and talk on your smartphone.
- NEVER accept a ride with a stranger for any reason.
- Wear your helmet!
- If you are riding with a friend, ride single file.
- Use the sidewalk.
- The roads may be especially crowded around school where buses and cars are arriving to drop off students, so WATCH OUT!
Riding the Bus

Students must exhibit satisfactory behavior on the bus and at the bus stop. Students who fail to behave on the bus may have their privilege of riding the bus suspended for a period of time. If a student is suspended from the bus, it becomes the responsibility of the parent to provide transportation during the suspension.

Bus transportation prohibits students from going to destinations other than their regular assigned stop. If a parent wishes for a student to get off at an alternate stop, a written note **with a contact number** must be provided to the school office explaining the reason for the change.

School bus drivers have a tremendous responsibility. Bus transportation is provided for students living one and a half miles or more from our school. Some bus drivers drive as many as seventy-two children to and from school every day. Safety is the number one thing on their mind. But they know the bus is also a space where students spend anywhere from 30 minutes to an hour every day. The atmosphere on the bus has a major impact on how students feel for the rest of their day so that is also on their mind.

Students share in this tremendous responsibility. How students behave affects both the safety and atmosphere on the bus. Please remember to be polite and remember the bus driver’s instructions. Remember to get on and off the bus quickly. Cars are required to stop for a school bus with lights flashing. If students are walking slowly down the aisle, cars are tempted to pass the bus which can be very dangerous. The bus driver is trying to keep on schedule. When students follow the rules, everyone is safer. When students are friendly and polite, the whole atmosphere becomes more pleasant. There are some clear “Always” and “Nevers” associated with bus riding.

**ALWAYS:**
- Wait for the bus driver’s signal before crossing the road getting on or off the bus.
- Have your things organized so you can quickly get on or off.
- Keep your voice low. A lot of noise can be very distracting for the driver.
- Buckle up on buses where seat belts are available.

**NEVER:**
- Fight – especially on the bus.
- Throw things.
- Distract the driver.
- Stand or move about while the bus is moving.

*Students’ negative actions on the bus could have discipline consequences at school. Any actions at the bus stop and on the bus are considered an extension of our TIMA Campus.*
Attendance

All students enrolled should be in attendance each day. Only certain instances when accompanied with a written note will qualify as an excused absence (for example; family illness, personal illness, death of a family member, religious holidays for the student’s recognized faith, service as a page in the General Assembly of Georgia, or orders of governmental agencies.)

Please be aware that frequent early check-outs could be considered absence from instruction and referred to the Principal.

Breakfast Program

Free Breakfast is available for all TIMA students. Students eating breakfast must do so BEFORE going to class in the morning. After breakfast, all students must go DIRECTLY TO THEIR CLASS.

Lunch Program

A well-balanced lunch is served in the lunchroom each school day. Students are encouraged to take advantage of the opportunity to eat a well-balanced meal. Students are urged to bring money on Monday to buy lunch for the week; however, cash will be accepted on a daily basis (Sorry, no personal checks). Milk will be sold on a daily basis. You can also pre-pay for your child’s lunch at www.mylunchmoney.com. Please visit our website (https://tybeeislandmaritimeacademy.com/) for more information. Free or reduced meals are available for those who qualify. Lunch assistance forms should be completed and returned promptly within the first week of school or enrollment. Parents will be notified of lunch program status as soon as possible upon receipt of application.

ALWAYS:

- Say “Please,” “Thank You,” and “Excuse Me” to the staff serving food in the lunch line, the adults supervising you, and the students sitting at your table.

- Pick up after yourself. Clean up any spills, pick up paper wrappers, napkins, etc. Empty your tray in trash cans.

- Make way for the next group coming in. Be courteous and orderly; save your socializing for the appropriate time.

NEVER:

- Chew with your mouth open. That’s just as gross in the cafeteria as it is anywhere else.

- Talk with your mouth full. No one can understand you and you could choke.

- Throw your food, play with it, or blow bubbles and slurp your drink.

- Burp out loud or make other rude noises.

- There are some special manners that help keep school lunchtimes as civil as possible. If everyone follows these guidelines, lunch can still be an opportunity to socialize with friends as you eat a quick lunch. If students ignore these guidelines, the lunchroom becomes a disaster zone, the school then imposes rigid rules, and lunch becomes a simple refueling stop with no opportunity to talk to friends.

SIX STEPS TO LUNCHROOM ETIQUETTE:

1. Do follow the directions of the adults in charge at all times, even if they are not seated at your table.
2. Don’t push, shove, or engage in rough play of any kind in the lunch lines.
3. Do hold your food tray with two hands, and don’t touch other people’s trays or food.
4. Don’t ask for someone else’s food and don’t offer your food to others.
5. Don’t make comments about other people’s meals or eating styles. Just because a classmate follows a special diet or brings lunch from home while others buy theirs is no excuse for teasing or rude remarks.
6. Do include others if you have an empty seat next to you.
Medication
Medication will be administered only after parents have brought the prescribed medicine to the school office in the original container and completed the required medical forms. The parent’s signature on these forms authorizes school officials to administer the medication according to the specifications written on the form. No medication will be given without this information and authorization, and no medication should be brought to school by the student. No students should self-administer medication.

Emergencies
Be sure that TIMA has the name and phone number of someone who can be reached in the event of an emergency. Even though every effort is made to avoid accidents, they do happen. We must have someone to contact when immediate action is needed. It is the parent’s responsibility to keep the school informed regarding whom to contact. If this contact information should change, please notify the school office immediately. If you have an unlisted number, it will be used only for emergencies and will never be given to anyone else. If you do not have a phone, provide us with an alternate contact who can give you the message immediately. We need at least two phone numbers on file in case no one answers the first call. If there are several numbers where we may call please send them. Again, be certain to notify us if any phone numbers change.

School Materials
Reusable materials and equipment are issued to students free of charge; however, it is the responsibility of each student to use these materials carefully. Abuse, damage, or loss of school materials and other school property assigned to students may result in fines to repair or replace items. Parents and students can find a complete school supply list at TIMA website (https://tybeeislandmaritimeacademy.com/).

Homework
Please discuss with your son or daughter about their daily use of class time. Students are expected to finish their work during class time. If their work is not completed in class, it is expected to be finished as homework. Teachers establish their own individual requirements for homework. Homework is intended to practice skills already taught and to give students the opportunity to work on projects or to locate information. The amount of work assigned may vary among teachers or grade levels. Parents should share the responsibility with the teacher for seeing that students complete homework assignments. When parents do not understand assignments or when they have questions about the value, length or absence of homework, they should contact the school for a conference with their child’s teacher.

Progress Reports (Report Cards)
The school year is divided into three trimesters. Report cards go home every twelve weeks. A parent wishing to request a conference may contact their child’s teacher. A student’s overall progress for each trimester marking period will be determined by several factors including teacher-made assessments and activities, objective tests, class participation, and minimal homework.
Testing
According to our TIMA Charter, “Group and individual testing programs will be used to serve the needs of the instructional program.” Parents are encouraged to schedule appointments with the teacher, or principal to discuss the testing program for Tybee Island Maritime Academy. Test results will be interpreted upon request from the parents.

Field Trips
Field trips are a part of the regular education program. During the school year classes may make several visits to businesses, factories, and community facilities. Typically, transportation is provided by the Savannah-Chatham Board of Education. Field trips are supervised by teachers, paraprofessionals, and volunteer parents. Parents are given advanced information about field trips outlining the purpose of the trip, date, and place to be visited. Parents must sign a permission form before students will be allowed to leave campus. At no time may any student take part in a field trip without signed permission from their parent. Since all Field Trips are educational, all students are invited to attend field trips. However, if a student has displayed inappropriate behavior that has led to a Discipline Referral, parents will be asked to attend the field trip in order to ensure student safety.

Parent/School Activities
CREW (Our Parent/Teacher Volunteer Organization)
All parents are invited to join and participate in CREW. Executive Board meetings and monthly meetings are scheduled to inform parents and determine goals. CREW looks forward to your participation and contribution to our parent/teacher support organization. We are all in this together!

Parent Volunteers
Parents are encouraged to become involved in the school programs. The time and talent contributed by volunteers can provide a more effective learning experience for students and a closer school-community relationship. If you would like to become involved in the school volunteer program, contact the school office or your child’s teacher.

Conferences
Conferences take place following the distribution of end-of-term reports in November and March to provide a place for further discussion of student progress. Each student leads a conference in November with his/her parents/guardians to reflect upon performance so far in the school year and to set learning goals for the remainder of the year. Another conference is held in the spring to review the student’s progress towards his or her learning goals. Additional conferences may be arranged by sending a written request (email is preferred). Teachers cannot conference with parents during instructional time. An administrator will participate in the conference if the teacher and/or parent request; however, parents are urged to discuss any concerns with the teacher before involving the school administrator. The faculty and administration at Tybee Island Maritime Academy need parent cooperation and participation in order to provide a successful education. We will be happy to work with parents and respond to your concerns in order to accomplish your child’s academic goals.
Student Behavior – “Common Expectations”

“It’s easier to build strong children than repair broken men.” - Frederick Douglass

Our expectations are your expectations – the best behavior a child can exhibit should be seen by all, in any place, at any time. School work happens in the classroom. School social life happens inside and outside the classroom – in the halls, before and after school and during the weekend. While this may feel like unstructured time, there are guidelines that help keep this school’s social life civil. School rules about bullying, fighting, noise, and fair play give structure to this time. Good manners help make this time positive. Tybee Island Maritime Academy is proud to hold students to exceptionally high expectations for good manners and good behavior throughout all school activities (bus rides, field trips, lunch, and classroom participation).

Effective instruction requires engaged and thoughtful behavior; the presence of a friendly, helpful and caring, atmosphere. Discipline is an important part of every student’s education. It is a shared responsibility between students, parents, teachers, and administrators. Discipline and respect are necessary in order to maintain a safe and orderly learning environment in which every child is provided the opportunity to reach for excellence.

There are many adults in schools besides the teachers and principal. Because they are not responsible for tracking academic progress, some students ignore them. It takes secretaries, custodians, paraprofessionals, bookkeepers, and cafeteria workers to make a school work. It is just as important to be polite to them as to the teacher and principal. You can’t turn manners on and off. So the next time you pass a custodian or lunchroom worker, show the same respect you would give your teacher. Being polite is for everyone!

The following behaviors (from Love Your People) are listed as guidelines for students and are reminders from earlier sections about using good manners in all aspects of daily school life:

1. Contribute
2. Be Kind
3. Be Patient
4. Be Honest
5. Encourage People
6. Apologize & Forgive
7. Thank People

In order to encourage good citizenship, school-based policies have been set up for rewarding good behavior and discouraging unacceptable behavior. These guidelines include a “signal” system for students who do not follow the school rules and rewards for those who follow the rules and exhibit excellent behavior. The signal system is a communication tool designed to help students recognize and change negative behaviors prior to receiving discipline referrals. The Signal System throughout our school is listed below our Signal Matrix.

We ask for your full support and cooperation in making this a successful program. We are excited by our partnership with you, as we work together to maintain your high expectations for behavior while your children are with us.
Technology Use and iPads
Even though technology use is a large part of our culture, there are still many times when it’s just not a good idea to use devices. Technology can only be used during class time at the discretion of the teacher. Additionally, technology is not allowed to be used during class transition, lunch, and brain break. Violations of technology use are considered Inappropriate Use of Technology and subject to our Signal System. Please see Technology-iPad Acceptable Use & Procedures Agreement Form Sample for more detailed policies. This sample form is located at the end of the handbook.
## Tybee Island Maritime Academy Signal Matrix

<table>
<thead>
<tr>
<th>Expectations</th>
<th>Cafeteria</th>
<th>Classroom</th>
<th>Hallway</th>
<th>Dismissal Areas</th>
<th>Library</th>
<th>Bathroom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Love Your People</strong></td>
<td><strong>Be Kind</strong> Be considerate of people’s space and food. <strong>Be Patient</strong> Wait calmly in line. <strong>Thank People</strong> Be grateful for the cafeteria staff. <strong>Contribute</strong> Keep the cafeteria clean. Have a tech-free lunch.</td>
<td><strong>Contribute</strong> Be actively engaged in learning activities. Be supportive of a positive learning environment. Be prepared for class. Listen to the guidance from your teacher. <strong>Be honest</strong> Be truthful with your words and in your work. Be respectful with your honest conversations. <strong>Be Patient</strong> Be understanding of other’s learning process and your own. Be proactive when asking for help. (ask three then me) <strong>Encourage People</strong> Celebrate your own success and the success of others. Be supportive when others are struggling. <strong>Apologize &amp; Forgive</strong> Acknowledge when you make mistakes. Forgive others and yourself when mistakes are made. <strong>Thank People</strong> Thank all members of the classroom community</td>
<td><strong>Be Kind</strong> Be considerate of people’s space. <strong>Be patient</strong> Wait calmly to enter and exit classrooms. <strong>Apologize &amp; Forgive</strong> Say excuse me and apologize to others. <strong>Encourage</strong> Model LYP behavior. Smile and give kind words. <strong>Contribute</strong> Get to class on time, every time.</td>
<td><strong>Be Kind</strong> Be considerate of people’s space. <strong>Be Patient</strong> Wait calmly for your ride. <strong>Thank People</strong> Be grateful for a great day and those helping you get home. <strong>Contribute</strong> Do your part to get home safely.</td>
<td><strong>Be Kind</strong> Be considerate of people’s space. <strong>Be Patient</strong> Wait calmly for help or a computer station. <strong>Thank People</strong> Be grateful for media center staff. <strong>Contribute</strong> Use the technology and resources for educational purposes only.</td>
<td></td>
</tr>
</tbody>
</table>
How The Signal System Works
TIMA has created our Signal System as a common communication tool for all families and colleagues. Please take time to review and discuss our signal system so you can be aware of how we can work together to make continuous improvements to support our culture and the success of your child.

- **Step 1: Verbal warning**: Students will receive a verbal warning when they do not follow classroom expectations or school rules.
- **Step 2: Yellow Signal**: A student may receive a Yellow Signal when they consistently exhibit inappropriate behavior. When a Yellow Signal is issued, the parent will be contacted to discuss the problem and develop strategies to address concerns. Additionally, the teacher will individually conference with the student to facilitate a reflection on their behavior that adversely affected the learning environment and what actions they will engage in next time.
- **Step 3: Orange Signal**: If overall behavior does not improve, the next step will be an Orange Signal. Please review the information listed on the Signal for more information. The teacher will contact the parent to review the information provided and schedule a conference to discuss additional strategies.
- **Step 4: Red Signal**: The next step will be a Red Signal. This Signal will result in a parent contact and a teacher-assigned consequence.
- **Step 5: Discipline Referral**: The next step in the Signal System will be a discipline referral to an administrator for any action deemed appropriate by the administration. **Please note: any egregious offense not listed on the Signal will result in a Discipline Referral and circumvent our Signal System.** Additionally, once a student receives a discipline referral to an administrator, they will be placed in Tier 2 of the RtI process to gather data about their behavior and implement appropriate interventions.

  The ticket process receives a “fresh start” at the conclusion of each marking period.

Student Uniforms

Solid navy or khaki shorts, skirts, skorts, jumpers, capri pants, or pants/slacks. Uniforms must be worn at the natural waist and made of standard uniform material (cotton and/or twill). No denim please.

Light blue or navy blue tops. Tops may be polo-style shirts, collared blouses or turtlenecks. They may have the school insignia, if one is available.

We have a Uniform Closet available for exceptional circumstances.
General Information

Telephone
The school telephone is for school use only. We do not call students to the telephone. Messages cannot be delivered except in the event of an emergency. We place high value on the instructional process and do not want to interrupt unless absolutely necessary. Teachers typically cannot talk to parents during the instructional day, but will respond to messages and emails within one business day.

Student Safety
All precautions should be taken to insure your child’s safety during school hours and when your child is coming to or going home from school. Students should be aware of and have programmed into their devices an ICE contact (In Case of Emergency). Students should be reminded frequently that they must never accept rides from strangers.

For added safety and security, students must go directly to school each morning and directly home in the afternoon. Additionally, students should not arrive on campus unless it is 30 minutes before the instructional day begins. Staff are not available for supervision before that time. Students should also be picked up promptly upon dismissal.

Documents To Be Signed
When students bring documents home to be signed, sign your name and return them immediately. Your signature is not an indication that you approve of the papers, but means that you have seen them. If you require additional information, please contact your child’s teacher or the school.

Board Policies & Procedures
Governing Board policies are under constant review and are subject to updating due to changes in State and Federal laws.
Sample

Tybee Island Maritime Academy
Yellow Signal

Student Name:___________________ Date: ___________ Time of Incident:_________

Marking Period  1   2   3

Examples of Level 1 Offenses
_____ 1. Bringing nuisance and non-related items on school property
_____ 2. Cheating or copying the work of another student
_____ 3. Classroom disruption
_____ 4. Minor damage of school property or property of others
_____ 5. Misbehavior on school bus
_____ 6. Refusal to follow directions (including turning in work)
_____ 7. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents)
_____ 8. Inappropriate use of technology

Context and Description of Concern:______________________________________________________________
______________________________________________________________________

According to our school behavior matrix, please indicate the area in the school where the incident occurred:
______ Cafeteria   ______ Classroom   _____ Dismissal Area   _____ Brain Break
______ Hallway        _____ Bathroom   ______ Library       _____ Digital Etiquette

Perceived Student Motivation:______________________________________________________________________
___________________________________________________________

Teacher Signature: ______________________________________________________

Dear Parent - This is your child’s Yellow Signal this marking period.
This signal requires a parent/teacher contact regarding your child’s behavior. (phone, email, conference, etc.)

Parent Signature:   _______________________________________________________ Revised 6/09/19

Please return this signed copy on the next school day. Please remember and reinforce with your child that repeated misbehavior could jeopardize their enrollment at Tybee Island Maritime Academy. Please contact our Administration with any questions.

Love Your People Trait that needs improvement: (Circle One)

Contribute  Be Kind  Be Patient  Be Honest. Encourage  Apologize & Forgive  Thank People
Tybee Island Maritime Academy
Orange Signal

Student Name: ___________________ Date: ___________ Time of Incident: __________

Marking Period   1    2    3

Examples of Level 1 Offenses
____ 1. Bringing nuisance and non-related items on school property
____ 2. Cheating or copying the work of another student
____ 3. Classroom disruption
____ 4. Minor damage of school property or property of others
____ 5. Misbehavior on school bus
____ 6. Refusal to follow directions (including turning in work)
____ 7. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents)
____ 8. Inappropriate use of technology

Context and Description of Problem: ____________________________________________
_____________________________________________________________________________

According to our school behavior matrix, please indicate the area in the school where the incident occurred:
_____ Cafeteria    _____ Classroom    _____ Dismissal Area _____ Brain Break
_____ Hallway_____ Bathroom    _____ Media Center    _____ Digital Etiquette

Perceived Student Motivation: ____________________________________________________
_____________________________________________________________________________

Teacher Signature: ______________________________________________________________

This is your child’s Orange Signal this marking period.
This Signal requires a parent/teacher contact regarding your child’s behavior. (phone, email, conference, etc.)

Parent Signature: __________________________________________________________________ Revised 6/09/19

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Love Your People Trait that needs improvement: (Circle One)

Contribute  Be Kind  Be Patient  Be Honest     Encourage  Apologize & Forgive  Thank People

PAGE 17
Student Name:___________________ Date: ___________ Time of Incident:_________

Marking Period  1  2  3

**Examples of Level 1 Offenses**

_____ 1. Bringing nuisance and non-related items on school property
_____ 2. Cheating or copying the work of another student
_____ 3. Classroom disruption
_____ 4. Minor damage of school property or property of others
_____ 5. Misbehavior on school bus
_____ 6. Refusal to follow directions (including turning in work)
_____ 7. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents)
_____ 8. Inappropriate use of technology

Context and Description of Problem:_______________________________________________

According to our school behavior matrix, please indicate the area in the school where the incident occurred:

_____ Cafeteria    _____ Classroom  _____ Dismissal Area  _____ Brain Break

_____ Hallway  _____ Bathroom     _____ Media Center  _____ Digital Etiquette

Perceived Student Motivation:________________________________________________________

________________________________________________________________________________

Teacher Signature: ____________________________________
Administrator Signature: ________________________________

Per school policy, the teacher will provide a consequence for this Red Signal. If your child does not attend the assigned consequence, he/she will be immediately referred to administration. If you have any questions, please contact the school. This Signal requires a Parent Conference.

Parent Signature: _______________________________________________________

Please return this signed copy on the next school day. Repeated misbehavior could jeopardize their enrollment at Tybee Island Maritime Academy - to be discussed in Parent Conference.

Required Conference Date & Time:__________________________________________ (revised 5/09/16)

Love Your People Trait that needs improvement: (Circle One)

Contribute  Be Kind  Be Patient  Be Honest  Encourage  Apologize & Forgive  Thank People
Tybee Island Maritime Academy

Sample Technology-iPad Acceptable Use & Procedures Agreement
Savannah Chatham Public School System
Tybee Island Maritime Academy

I understand that all TIMA students and their parents must sign this agreement before the student can be issued an iPad for take-home privileges, use computers or equipment in school or bring their own device for academic use. **All TIMA students are required to have a school-issued device.** By signing this, I agree to follow all provisions of the TIMA Technology Policy and the Internet Acceptable Use and Safety Policy and the Student Discipline Policy, outlined below.

**I agree that:**

- I will only use the iPad or other device for work that my teacher assigns.
- I will only search the internet or use streaming audio/video when and where assigned.
- I understand that this technology is a learning tool and that any adult may take my device if I am not using it for school purposes.
- **I will provide a charger and case that offers heavy-duty protection and cushioning.** The iPad will remain in the case at all times. Any time an adult sees an iPad out of a case, the device will be held until a case is obtained.
- I will bring my iPad to school every day with a full charge. The iPad is school property and is not to be kept at home for an extended period of time.
- I will handle the iPad or other school equipment with care and carry it carefully.
- I will maintain a positive attitude and appreciate my opportunity to use my device for learning.
- I agree to follow all copyright laws and to avoid plagiarism.
- I understand that I am not to give my school iPad to another student. If any damage occurs by allowing another student to take possession of it I realize my parents and I are still responsible for the damages.
- I understand that there are disciplinary consequences that will result from misuse or abuse of my device. Examples would include deleting school installed software and settings, cyber bullying, damaging computers, systems or networks, or accessing inappropriate materials.
- **I understand that if there is loss or damage to a school issued technology device that we are responsible for contacting TIMA ASAP and paying for repair/replacement of damaged equipment.** Failure to pay iPad fine may result in action by TIMA and/or holding of student records until resolved.
- I understand that if I do not purchase insurance I am responsible for the fines related to the repair/replacement of the iPad. Fines will range from $90 to $499. Purchasing insurance will result in NO fines other than loss of device.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Grade:</th>
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<tbody>
<tr>
<td>Student Signature:</td>
<td></td>
</tr>
<tr>
<td>Parent Name:</td>
<td></td>
</tr>
<tr>
<td>Parent Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td><strong>Staff Use Only</strong></td>
<td></td>
</tr>
<tr>
<td>Serial Number of iPad:</td>
<td></td>
</tr>
<tr>
<td>Insurance Payment: CC  Cash  Check  Money Order</td>
<td>Amount:___________</td>
</tr>
</tbody>
</table>
I have read the Tybee Island Maritime Academy Student Handbook and acknowledge the rules and regulations written. I acknowledge that failure to comply with these rules may jeopardize my place at Tybee Island Maritime Academy.

Student Name: ________________________
Student Signature: _____________________

Parent Name: ________________________
Parent Signature: ______________________

Homeroom Teacher: _______________________

Date: ____________

*Please sign and return to your teacher.*