



 **TYBEE ISLAND
MARITIME ACADEMY**

2023-2024 Family Handbook

[Tybee Island Maritime Academy](https://www.tybeeislandmaritimeacademy.org/)

714 Lovell Avenue Tybee Island, Georgia 31328

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“Who to Go to When”

In most cases, the primary point of contact for families with the school should begin with your child’s classroom teacher. If there are questions or issues that cannot be addressed by the classroom teacher, please refer to the chart below for a list of contacts regarding various issues. All faculty and staff contact information can be found on the school’s website at www.tybeeislandmaritimeacademy.com

Person	Subject
Secretary 912-395-4060	<ul style="list-style-type: none"> • Transportation changes • Student Check in/ Check out • Daily student attendance • General Information
Kristina Murray School Counselor kristina.murray@sccpss.com 912-395-4060	<ul style="list-style-type: none"> • Counseling • Student schedules • Family support services • High School process support
Noel Ingram Director of Engagement noel.ingram@sccpss.com	<ul style="list-style-type: none"> • Athletics • Gifted Evaluation/Placement • MAP/ GMAS Testing • School Events and Partnerships
Alicia Beck Assistant Principal alicia.beck@sccpss.com	<ul style="list-style-type: none"> • Curriculum and Instruction • Technology • Assessments and Grading • Student Discipline
Katie Holliday Leader in Residence Kathleen.Holliday@sccpss.com	
Jennifer Fleming Operations Manager jennifer.fleming@sccpss.com	<ul style="list-style-type: none"> • Student enrollment and scheduling • Master calendar and scheduling • Teacher supplies
Laura Solomon Director of Growth and Planning laura.solomon@sccpss.com	<ul style="list-style-type: none"> • Long term planning • Oversee development
Peter L. Ulrich Principal Administrator peter.ulrich@sccpss.com 912-395-4060	<ul style="list-style-type: none"> • School/student issues or questions not addressed or resolved elsewhere
Brigette VanBaelen Governing Board Chairperson tybeeislandcharterschool@comcast.net 912-395-4060	<ul style="list-style-type: none"> • Manages TIMA Charter • Governing Board Members

Welcome

Dear Parents/Guardians,

Welcome to Tybee Island Maritime Academy! Since our establishment in August 2013, we have been dedicated to providing an exceptional educational experience to students in all grades. Our team of educators is committed to upholding a high standard of excellence in teaching and learning.

At TIMA, we offer a unique integrated maritime curriculum that goes beyond traditional academics. Our students have the opportunity to explore various career paths, engage with personalized technology, and benefit from specially equipped classrooms tailored for language studies, music, art, robotics/engineering, and design.

The vision of Tybee Island Maritime Academy is to create a better future for all. Our goal is to promote academic excellence through a maritime-focused, project-based curriculum that revolves around the natural and historical context of Tybee Island and the surrounding Savannah area.

We kindly request your assistance and cooperation in supporting our students on their educational journey. We firmly believe that a strong home/school connection is vital to their success. We warmly welcome volunteers, mentors, and guest speakers to join our team, as their valuable contributions will further enrich the learning experience. Together, we can inspire creativity and ignite a true passion for learning.

To ensure that you and your child are well-informed about our school's policies and procedures, we encourage you to read through the student handbook and discuss its contents together. Familiarity with these guidelines is important for a smooth and productive academic experience.

Creating a safe, joyful, and structured environment is our priority as we strive to provide a quality education for all our students. Should you have any questions or concerns, please don't hesitate to reach out to me. You can schedule an appointment or share your thoughts with me by emailing Peter.Ulrich@sccpss.com.

Thank you for choosing Tybee Island Maritime Academy. We are excited to embark on this educational journey with you and your child, and we look forward to a year filled with growth, learning, and meaningful connections.

Sincerely,



Peter L. Ulrich

Principal

History of Tybee Island Maritime Academy (TIMA)

In 2010, when St. Michael's Catholic School shut down on Tybee Island, the local community expressed concern about the lack of educational opportunities on the island. In response to this grassroots effort and the desire to provide Tybee children with a school on their own island, TIMA (Tybee Island Maritime Academy) was established. As a public charter school, TIMA offers a unique curriculum and instructional approach, attracting and serving students from all 420 square miles of Chatham County.

Since its inception, TIMA has garnered strong community support through various communication strategies. The Tybee community and residents of Chatham County have shown their backing through monetary contributions and volunteering their time to help TIMA grow. Starting with an initial enrollment of 150 students and the development of a maritime curriculum, TIMA has evolved into a school with nearly 450 students and has achieved GADOE STEAM Certification for its Maritime Problem Based Learning curriculum. In addition, TIMA is one of 728 schools in the world, recognized as an Apple Distinguished School. Throughout this journey, TIMA has remained a beacon of innovation for our region.

TIMA admits students through a lottery system, welcoming children from kindergarten to eighth grade. Students residing on Tybee Island are considered part of the primary attendance zone, while those living in Savannah-Chatham County, but not on Tybee, are designated as part of the secondary attendance zone.

Website: www.tybeeislandmaritimeacademy.com

Facebook: @tybeecharterschool

Instagram: @tybeeislandmaritimeacademy

Mission, Vision, and Strategic Goals

TIMA is committed to executing its mission through 5 strategic goals over the next five years.

Vision

A better future for all

Mission

A culture of learning and innovation where people achieve maximum potential in maritime communities.

Goals

1 - Shepherd empowered learners

Engage all students in rigorous and innovative learning anchored in problem solving while exposing them to opportunities for their future

2 - Elevate the teaching profession

Retain and attract faculty that is diverse in thought and are leaders in their content area, their classroom, our community, and the world

3 - Design a sustainable future with expanded reach

Design and pursue growth and improvements that empower people and efficiently utilize resources in our local community and beyond

4 - Deepen mutually beneficial community connections through communication and relationship building

Intentionally engage external stakeholders to strengthen partnerships and support philanthropic goals

5 - Strengthen engagement of students and families through a purposely connected culture

Cultivate a culture of personal growth, access, and inclusion through transparent communication and engaged relationships

Tybee Island Maritime Academy Charter

Georgia law grants groups the right (or “charter”) to start new public schools that report to the state Department of Education and to their own independent governing boards. By freeing charter schools from many of the constraints of traditional public schools, charter school law in Georgia intends for charter schools to “increase student achievement through academic and organizational innovation”. Charter schools are funded through state and local sources. The charter petition for Tybee Island Maritime Academy (TIMA) was formally approved by the Georgia State Board of Education in October, 2012 after receiving approval from the Savannah-Chatham County Board of Education. TIMA operates as a charter school within the Savannah Chatham County Public Schools and serves students in kindergarten through fifth grade living within the boundaries of the school district. The TIMA charter agreement runs from July 1, 2018 until June 30, 2025. Please visit our website at www.tybeeislandmaritimeacademy.com to view the complete charter agreement.

In exchange for TIMA’s agreement to meet or exceed the performance-based goals and measurable objectives set forth in its charter agreement, the Georgia State Board of Education granted the school the maximum flexibility allowed by law to charter schools. Pursuant to O.C.G.A. § 20-2-2065(a), TIMA is entitled to the maximum flexibility allowed by law from the provisions of Title 20 of the Official Code of Georgia Annotated and from any state or local rule, regulation, policy, or procedure established by a local board of education, the State Board of Education, or the Georgia Department of Education. Notwithstanding this maximum flexibility, TIMA must comply with the terms of its charter agreement, the Georgia Charter Schools Act (including the provisions set forth in Section 15 of the school’s charter agreement), and any rules, regulations, policies, or procedures established by the Georgia State Board of Education consistent with the Charter Schools Act.

Tybee Island Maritime Academy Governing Board

TIMA is governed by a non-profit Governing Board. The Governing Board will be subject to the control and management of the Savannah-Chatham County Board of Education. TIMA adheres to all provisions of O.C.G.A. §50 -18 -70 et seq., also known as the “Open Records Act”. All records of TIMA will be open for personal inspection by any citizen of the state of Georgia at a reasonable time and place and individuals in charge of those records cannot refuse this privilege to any citizen. Only records which are excluded by court order or by law prohibited or specifically exempt from being open records will not be deemed open. Reasonable time shall be given to TIMA to determine if requested records are considered open and to provide these open records to the requesting party. This process shall not exceed 3 business days. Upon request and when practical, records maintained by computer shall be made available by electronic means.

TIMA adheres to all provisions of §50-14-1 et seq., also known as “Open Meetings Act.” Unless provided by law, all meetings of TIMA will be open to the public. Any resolution, rule, regulation or other official action adopted by TIMA at a meeting which is not deemed open to the public will not be binding. TIMA will post meeting locations, times and dates in a conspicuous area available to the public. Any changes to location, time or dates of meeting will be advertised at least 24 hours prior to the scheduled meeting. Prior to a meeting, an agenda will be made available of all matters TIMA feels will be discussed.

Duties of the Governing Board will include:

- Planning-The Governing Board’s most critical role is to set the vision, long-term goals and strategies for TIMA including the development of long-range and strategic plans.

- Policy - The Governing Board will be a “Policy Governing Board.”
- Budget and Finance - It is the Governing Board’s responsibility to develop the resources necessary to keep TIMA a viable, professionally staffed, well-functioning organization.
- Support and Evaluation of Principal
- School contracts
- Represent the Organization
- Uphold the TIMA Mission and Vision

Additional important duties of the Governing Board include:

- Improve, update the TIMA bylaws regularly
- Adhere to Open and Public Meetings and Inspection of Public Records
- Develop procedures for responding to complaints
- Comply with required insurance coverage
- Ensure that the school’s five-year charter is renewed by the SCCPSS and the state. For more details about the Board, including current members, by-laws, meeting minutes and reports, visit our website at www.tybeeislandmaritimeacademy.com

Teaching and Learning

Tybee Island Maritime Academy (TIMA) is the only school in the state of Georgia promoting high academic achievement through a maritime, career-focused, project-based curriculum. Our innovative approach to learning guides students through a rigorous hands-on STEAM curriculum linking maritime careers and community connections through problem-solving. Learning at TIMA is student-centered, with a deep dive into an interdisciplinary curriculum that draws from our local maritime industry and the natural and historical context of Tybee Island and the greater Savannah area.

The Georgia Standards of Excellence are the foundation of all curriculum at TIMA. These standards define what students should understand and be able to do by the end of each grade. TIMA implements all components of the Georgia Performance Standards through interdisciplinary projects, hands-on learning, and authentic problem solving.

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 child 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.

Assessment

Teachers at all grade levels utilize a variety of tools to assess student academic performance including:

- diagnostic assessments in the first weeks of school;
- informal and formal assessments from class (including projects);
- universal screeners;
- student work portfolios;
- and standardized tests, such as the Georgia Milestones Assessment System and the NWEA MAP Assessments in Reading and Mathematics.

Additionally, two important features of student assessment at TIMA are the use of portfolios (STEAM Journals) and projects. TIMA uses STEAM Journals as a way to gather a wider array of information about student learning and growth. This system of assessment is tailored appropriately to match developmental and academic performance expectations at each grade level. In grades K-8, students maintain STEAM Journals of

their work which they reference and reflect on the following grade level. Student and class projects are presented in a variety of ways at the end of each project.

The data generated from multiple forms of assessments provides a comprehensive picture of each student. This data will be used in several different ways to inform instructional and programmatic decisions at the student, classroom, content team, grade, and school levels:

In addition to teacher use of student academic performance data, several reporting structures will exist at TIMA to afford students and families frequent opportunity to reflect upon this data in order to improve student achievement. These structures include:

- a) Progress Reports,
- b) End of Term Reports,
- c) Conferences,
- d) Reporting of Standardized Test Scores and
- e) TIMA Portfolio Assessment System.

Additionally, students in Grades K - 8 will participate in career awareness activities through our counseling department. These lessons will assist the students to develop a sense of self interest, positive attitudes, and career interest.

Charter Accountability

TIMA has tangible performance goals as a charter school that require the school to exceed performance of comparable schools on significant school-wide measures and will exceed performance of comparable students on significant student achievement measures. The actual achievement of these performance goals are also material terms of the charter petition. These goals are outlined in the SCCPSS [Charter Performance Framework](#). TIMA's [CCRPI](#) score is heavily weighted into the school's performance.

In exchange for the use of the broad flexibility from law, rule, and regulation permitted by O.C.G.A. § 20-2-2065(a), TIMA will agree to exceed the following performance-based goals and measurable objectives that are designed to result in improvement of student achievement TIMA will be accountable for the full performance of each of these academic goals. TIMA will ensure success for every student by meeting high standards of performance. The requirements of each goal are independent of and do not supersede the requirements of any other goal.

- **Goal 1:** TIMA will meet standards as defined by the state of Georgia requirements and the requirements of ESEA or any other state or federally mandated program that may be implemented. Students in all subgroups will demonstrate proficiency and improvement over the prior years' performance.
- **Goal 2:** Each year students enrolled in Grades K-8 will show growth in Reading and Math on the NWEA MAP Assessment.
- **Goal 3:** Students' will develop skills in English Language Arts, Math, Science, Social Studies, and Personal/Social Development.
- **Goal 4:** Students will be proficient in Writing.

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 administration to

discuss the testing program for Tybee Island Maritime Academy. Test results will be interpreted upon request from the parents.

Reporting of Student Progress

Several reporting structures exist at TIMA to afford students and families frequent opportunities to reflect upon their performance, to include electronic monitoring of student grades/assignments and issuance of Progress Reports and Report Cards. There is weekly communication to parents containing updates on student performance and classroom initiatives. Often additional home enrichment materials are included as well as suggestions on how parents can collaborate with teachers in supporting their child.

Electronic Monitoring

Brightspace LMS

For the 2023-24 school year, TIMA will be using the Brightspace LMS (Learning Management System). This tool provides various tools and features that can help parents stay informed about their child's progress in their education. Here are some ways parents can utilize Brightspace LMS:

1. **Parent Portal:** Brightspace has a dedicated parent portal where parents can log in and access information about their child's academic performance such as grades, attendance records, assignment deadlines, and upcoming events.
2. **Communication Tools:** Brightspace LMS offers tools to directly communicate with teachers, ask questions, or seek clarifications about their child's progress.
3. **Notifications and Announcements:** Brightspace can send automated notifications or announcements to parents, keeping them informed about important updates. These notifications may include grade updates, upcoming tests or assignments, and other relevant information.
4. **Progress Tracking:** Brightspace LMS allows parents to track their child's progress over time. They can view their child's performance in specific subjects or areas, monitor completion of assignments, and identify areas where their child may need additional support.
5. **Content Access:** Some LMS platforms offer parents the ability to access course content or resources, enabling them to understand what their child is learning and provide assistance if needed. This can help parents stay actively involved in their child's education.
6. **Calendar and Scheduling:** Brightspace includes a calendar or scheduling feature where parents can view important dates, such as exams, project due dates, and parent-teacher conferences. This allows parents to plan and be aware of upcoming events.
7. **Progress Reports:** Brightspace LMS may generate progress reports that summarize a child's academic performance over a specific period. Parents can access these reports to gain an overview of their child's progress, strengths, and areas for improvement.

Parents should reach out to their child's school or teachers for specific instructions on how to utilize Brightspace to stay informed about their child's progress.

PowerSchool

Your PowerSchool account will allow you to view your child's grades and schedule, monitor absences, and verify your emergency contact information is correct. Sign up [here](#).

Grading

To ensure effective communication of a student's progress, the following guidelines will be implemented. A minimum of one grade per content area will be entered into PowerSchool on a weekly basis. This allows parents/guardians to stay informed about their child's performance in each subject.

In addition to weekly updates, report cards and progress reports will be issued four times per year. These comprehensive assessments will provide a holistic view of the student's academic journey. By carefully considering a variety of factors, including assessments, projects, classwork, and homework, grades will be determined. These grades play a crucial role in conveying how well students are performing.

Grades offer valuable insights into a student's strengths and areas that require improvement. By understanding and reviewing these grades, parents/guardians, teachers, and students can collaborate and work together to support and enhance the learning experience. This collaborative effort ensures that everyone involved remains informed and invested in the student's educational growth.

Conferences

Twice a year, dedicated conference days will be scheduled and marked on the school calendar. During these conferences, each student will lead a discussion with their parents/guardians to reflect upon their performance thus far in the school year and establish learning goals for the remainder of the year. In these conferences, students will also have the opportunity to showcase their STEAM journals/portfolios, which they will maintain to reflect upon their progress and connect their learning from multiple content areas. These STEAM journals/portfolios serve as a visual representation of their academic journey, allowing them to demonstrate their growth and accomplishments. Additionally, if parents/guardians would like to arrange additional conferences, they can do so by submitting a written request, preferably via email.

To ensure uninterrupted instructional time, teachers are unable to hold conferences with parents during instructional hours, including pick-up and drop-off. Open communication between parents and teachers is encouraged for resolving any issues or queries. However, if either the teacher or parent requests, an administrator may participate in the conference. Nevertheless, it is strongly recommended that parents first address any concerns with the teacher before involving a school administrator.

Overall, the implementation of these guidelines aims to establish a strong partnership between parents/guardians, teachers, and students. By consistently sharing updates on student progress, everyone involved can actively contribute to the student's educational success.

Library

Library: All students use the Tybee Island Live Oaks Public Library as their school library. All TIMA Students will have both a Live Oaks Library Card and a TIMA student ID to facilitate book and resource check out. Students will have an opportunity to go to the Tybee Island library frequently throughout the school year.

Academic Assistance

Response to Intervention (RTI): TIMA uses the Response to Intervention approach to provide all students with the level and types of support and interventions appropriate to their needs.

Early Intervention Program (EIP): is designed to serve students who are at risk of not reaching or maintaining academic grade level in grades K-5. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade-level performance in the shortest possible time. Remedial Education Program (REP) is an instructional program designed for students in grades 6-8 who have identified deficiencies in reading, writing, or math. At TIMA, students identified as EIP and REP are primarily served through the augmented model. The augmented model incorporates EIP/REP services into the regular group class size by providing an additional certified teacher to reduce the teacher/pupil ratio while providing EIP/REP services.

Special Education: TIMA works with students and families to meet students' individual needs by accommodating and/or modifying curriculum, instruction, and/or assessment. The Exceptional Child Support Teacher (ECST) works with a team of special education teachers to oversee the services provided to students with Individualized Education Plans (IEPs) so that students make progress towards their goals. As much as is appropriate, students with identified disabilities are included in classes with their peers, with classroom teachers working in consultation with special education teachers and/or with students working directly with special education teachers. A broad spectrum of special education services are made available to support the specific learning needs of students with IEPs.

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.

Family Engagement

TIMA seeks to have a very strong and involved community. At Tybee Island Maritime Academy, families are more than just spectators in their children's education. They are regarded as essential partners, working hand in hand with the dedicated staff to create a rich and supportive learning community. By actively participating in their child's education, families demonstrate their commitment to their child's academic journey and contribute to the overall success of the school.

Family engagement at Tybee Island Maritime Academy takes various forms. Families are encouraged to attend school events, such as open houses, parent-teacher conferences, and curriculum nights, where they can gain valuable insights into their child's progress and actively participate in shaping their education. Additionally, they are invited to join parent organizations and committees that focus on fundraising, event planning, and community outreach.

Communication

It is the responsibility of families to stay informed about school activities. Please read all correspondence sent from the school.

TIMA's methods of communication include but are not limited to:

- Email from the school
- Electronic Newsletters sent to email addresses in Powerschool (sign up [here](#))
- Remind Text Messages - sent via link from your child's teacher
- LMS
- TIMA's official pages are:
 - Facebook: <https://www.facebook.com/tybeecharterschool>
 - Instagram: <https://www.instagram.com/tybeeislandmaritimeacademy/>
 - Youtube: https://www.youtube.com/channel/UC_5S3HXFLaDtaqfOr79FvFw
 - Website: <https://www.tybeeislandmaritimeacademy.com>

Volunteerism

Volunteerism also plays a significant role at Tybee Island Maritime Academy. Parents, family members, and community volunteers generously donate their time and skills to enhance the educational experience of the students. They can be found supporting classroom activities, organizing field trips, chaperoning events, and sharing their expertise on maritime topics. Their involvement not only enriches the students' learning but also fosters a sense of community and connection among all stakeholders.

To ensure the safety of students and staff, all volunteers must register through VISTA, linked below. VISTA is a portal for screening volunteers and tracking hours. We highly encourage our volunteers to log their time in the VISTA tracker. A Volunteer of the Year will be recognized at the Volunteer appreciation event held at the close of the school year.

- VISTA : <https://www.sccpss.com/com/Pages/vista.aspx>

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: 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. 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:

1. A sibling of a student enrolled at TIMA.
2. 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.
3. 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.

Daily Procedures

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. School hours are 8:30 - 3:30.

Arrival

The student arrival window is from 8:00-8:30 AM. Students may not arrive before 8:00 AM. All students should report directly to class after picking up breakfast; breakfast is free and available for all students. Car riders and walkers/bike riders are to use the front entrance for arrival.

Instruction begins promptly at 8:30. Any students arriving after 8:30 AM must have a parent sign them in at the front office and will be marked tardy. Breakfast will not be available to students who are tardy.

Parents who consistently bring their children tardy to school (more than 3 times per marking period) shall be referred to an SCCPSS Social Worker and/or the Chatham County District Attorney for Truancy by our school counselor.

Dismissal

Student dismissal begins at 3:30 PM. Students will not be dismissed until they are called from class. Students must be picked up on campus by 3:50 PM. Students who are repeatedly picked up past 3:50 PM may be referred to administration and/or encouraged to enroll in an after-school program.

Students will not be released to parents after 3:00 PM - **If you arrive at 3:00 PM or after to pick up your child, you will be asked to wait until dismissal begins at 3:30 PM.**

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 or more 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.

Changes in Transportation

Students are dismissed each day according to the dismissal information on file with the school. Any change from a student's normal pick-up routine **MUST** be reported in writing/email, phone to the office at least 2 hours (by 1:30 PM) prior to dismissal. Written permission from the parent/guardian must be provided if a student is to leave school with anyone who is not the student's parent or legal guardian. The person picking up the student **MUST** 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.

Walking or Biking to School

Student safety is our priority. We ask that parents educate their children on pedestrian and bike safety if their children are walking or biking to school without their supervision.

Resource: [Student Education : Walk & Bike to School](#)

Riding the Bus

Transportation service is not guaranteed for TIMA and transportation is a privilege granted to the student contingent upon the exhibition of proper behavior according to our behavioral guidelines. A student's eligibility to ride the bus may be suspended or revoked for a violation of bus safety or conduct policies, or for violation of any other law or policy governing student conduct on a school bus. A revocation of a student's bus riding privileges is not considered an exclusion, expulsion, or suspension from school.

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.

Due to limited seating capacity on each bus, consistent student ridership is very important so we can monitor and adjust our service for the needs of our families. If your child is assigned a bus seat but does not consistently ride the bus (misses more than a week with no notification), they will be dismissed from their bus seat and placed at the bottom of our transportation waitlist.

Buses may not transport students unassigned to a bus for any reason, including sleepovers, athletic practices, etc..

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.
- Use Profanity
- Throw things.
- Distract the driver.
- Stand or move about while the bus is moving.
- Bus Utilization

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 Administration.

According to our charter, TIMA's average attendance rate will be at least 93% attendance or higher each year. Therefore, students are expected to be at school and on time daily. If a student is going to be absent due to illness or an unexpected situation, the parent/guardian will call the main office (912-395-4060) by 8:30AM. When the student returns, he/she must bring a note to the teacher explaining the absence. If your child is going to be absent for medical appointments or family related reasons, the main office should be notified prior to the absence and any prolonged absences should be communicated to the office and the student's classroom teacher.

Attendance at school is the responsibility of the parent/guardian and child. Any child subject to compulsory attendance, who during the school calendar year has more than ten (10) days of unexcused absence, is considered truant. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy. In accordance with O.C.G.A. 20-2-690.2, TIMA school officials will comply with the terms of the Chatham County Truancy Reduction Protocol. The school is responsible for informing the parent/guardian of the child's absence and/or truancy. After a student accumulates ten (10) days of unexcused absence and is deemed to be truant, and after required parent and student notification, the school social worker may file charges in Juvenile and/or State Court against the student and/or the parent. In addition, persistent truancy issues will be considered violation of your TIMA Parent Expectations Contract and subject to enforcement of that document, which may include withdrawal from TIMA.

It is mandatory that students attend school on time and stay throughout the school day. Tardiness and leaving school early are discouraged. In cases where the right to custody is in doubt, the Principal will require evidence that the person calling for the student is entitled to custody. Excessive tardiness and/or early dismissals may result in a referral to the school social worker for investigation as to cause.

Only five (5) days of absence per school year will be excused with a handwritten/typed signed parent note. Any absence beyond five days requires the submission of a physician's or hospital statement, court subpoena, order of a governmental agency, or a funeral notice/obituary to be deemed an excused absence. Further documentation as noted above may be required by school officials at any time for the purpose of validating that any absence is an excused absence, including direct contact from school to the physician/hospital where treatment is listed.

Students who are absent from school more than the allowable number of days as described below may be eligible for an attendance waiver if the following conditions are met. These students must

- have made up missed work and be passing the affected class
- submit the required documentation for said absences, and
- submit an attendance waiver request form.

All documentation will be reviewed by the attendance committee who will submit a recommendation after review to the Principal for final approval.

Teachers are not required to issue work prior to an absence(s). They will be afforded the opportunity to make up the work upon their return.

Teachers will permit students to complete missed homework, tests or examinations within five school days after the student returns to school. If a student is absent (sick, field trip, etc.) it is their responsibility to ask the teacher for work that was missed. The student will have five school days to make up the assignment(s) without penalty. After these five days have passed the work is considered late, and is subject to this policy.

Nutrition

SCCPSS Public Schools are able to offer breakfast at no charge to students during the 2023-2024 school years. This was made possible thanks to the generous support of the U.S. Department of Agriculture reimburses schools for meals served to students, regardless of their income.

All families must complete and submit a Free and Reduced Meal Application. The application can be completed online using the link www.myschoolapps.com which will be live on July 1, 2023. We will provide a reminder at that time and throughout the month of July, leading up to the start of each school year.

For information about TIMA's use of the Savannah Chatham County Public School Nutrition Program, please contact Maria Fields, School Nutrition Records Management Specialist at (912) 395-1066. Food costs may be found on the SCCPSS Website: <https://www.sccpss.com/operations/sfn/Pages/Meal-Prices.aspx>

During mealtimes, students are expected to adhere to TIMA's LYP guidelines. Specifically,

- Be Kind - Be considerate of people's space and food.
- Be Patient - Wait calmly in line.
- Thank People - Be grateful for the cafeteria staff.
- Contribute - Keep the cafeteria clean and have a tech-free lunch.

Uniform Policy/Dress Code

Uniform Colors: The approved uniform colors for TIMA Middle School are light blue, navy blue, and khaki.

- Tops:
 - Tops should be navy or light blue.
 - Acceptable options include polo-style shirts, collared blouses, turtlenecks, or uniform color T-shirts with the school insignia.
 - At least one shirt should have the TIMA logo, but no other ornamentation is permitted.
 - Tops must fully cover the midriff and lower back.
 - Fishnet tops, halter tops, tube tops, strapless tops, tank tops, spaghetti straps, corsets, and other transparent or revealing clothing are prohibited and should not be visible at any time.
 - Oversized tops are not allowed.
- Bottoms:
 - Bottoms should be solid navy or khaki.
 - Acceptable options include shorts, skirts, skorts, jumpers, capri pants, or pants.
 - Knit pants, jogging pants, cargo pants, and denim jeans are not permitted.
 - Pants must be made of standard uniform material (cotton and/or twill), worn at the natural waist, and of appropriate size.
 - Shorts, skirts, skorts, and jumpers must be of a length that reaches the tip of the longest extended finger when the student is standing upright with hands by their side.
 - Tights, leggings, hose, or socks of any color or pattern may be worn but not as an outer garment.
- Dresses:
 - Dresses of an appropriate length can be light blue, navy, or khaki.
- Shoes:
 - All shoes must be enclosed and/or properly fastened/tied.
 - Shoes should be appropriate and safe for the school setting.
 - Tennis shoes should be worn on days when the student has physical education.
 - Neither Crocs nor "slides" are considered appropriate footwear.
 - A pair of flip flops or beach shoes should be kept at the school for beach trips.
- Outerwear:
 - Solid colored sweaters, vests, or sweatshirts may be worn over uniform shirts and may have the TIMA logo, but no other ornamentation is permitted.
 - Hoodies, sweaters, cardigans, vests, and sweatshirts worn during the school day must be in uniform colors (hoods may not be worn on the head in any of the buildings/classrooms).
 - Coats and jackets must be worn open/unzipped while in the building/classrooms.
- Accessories:
 - No hats, caps, or sunglasses may be worn in the building/classrooms.
 - No oversized jewelry or accessories with inappropriate emblems or writing may be worn.
 - School ID badges must be worn and visibly displayed while on campus and during school-sponsored field trips.

Dress Code Enforcement:

- Parents are asked to support the school dress code by ensuring their child is dressed accordingly.

- The dress code will be enforced by school staff.
- Students who violate the dress code may be asked to change into more appropriate attire or face other disciplinary consequences.
- It's important to note that the dress code is subject to the determination of the school administration and should be followed by all TIMA students.

No student will be considered non-compliant for the following reasons:

- An exemption has been established or is being appealed.
- Administration has established a “non-uniform” day.
- A student is on campus outside of normal school hours.
- A student wears a button, armband or other accouterment (accessories) to exercise a constitutionally protected right to freedom of expression.
- A student wears the uniform of a nationally recognized youth organization such as the Boy Scouts or the Girl Scouts on regular meeting days.
- A student wears a TIMA Athletic Uniform on Game Day

Buttons, armbands, or other accouterment that signifies or is related to gangs, gang membership, or gang activity or is disruptive to school safety and discipline are prohibited. Examples of inappropriate clothing include: offensive or controversial writing, revealing clothing, clothing that advertises alcohol or unhealthy lifestyles, etc. Clothing must be school appropriate (to be determined by school administration).

Non-Uniform Days

On non-uniform days, students are expected to adhere to the following dress code guidelines:

- Tops should fully cover the midriff and lower back. Fishnet tops, halter tops, tube tops, strapless tops, tank tops, spaghetti straps, and other revealing or transparent clothing are strictly prohibited and should never be visible at any time.
- Pants must be of appropriate size and worn at the natural waist level. They should not be excessively long, dragging on the floor.
- Shorts, skirts, jumpers, and dresses must extend to at least the length of the tip of the longest extended finger when the student stands upright with their hands by their side.
- Undergarments must not be visible, ensuring a professional and appropriate appearance at all times.

By adhering to these dress code guidelines on non-uniform days, students can confidently enjoy their freedom of attire while respecting the values of the school and maintaining a positive learning environment.

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.

Medication Administration Any medication, prescription or over-the-counter, that needs to be administered during school hours, must be done so by the office staff. No student may carry either prescription or over-the-counter medication including inhalers and Epi-pens, at school without the permission of the office staff. Self-administration of inhalers and epi-pens are allowed when approved by the Student's Physician, Parents or Guardians, and office staff. All medication must be brought to school by an adult, must be properly labeled, and in its original container. A doctor's order must accompany all medication brought to school. A parent/guardian must sign a Medication Permission Form filled out by the doctor with the following information:

- Name of student and date of birth
- Name of medication
- Reason for administration in school
- Dosage
- Dosage interval (i.e., every 4 hours)
- Duration of administration (i.e., one week)
- List of food or drug allergies
- Name of student's physician (or prescribing healthcare provider)
- Potential side effects (if any)
- Parent emergency telephone contact numbers.

Parents/guardians may be contacted if, in the assessment of the office staff, a student is in need of additional medical attention.

For any minor injuries, each room in the building has a kit containing Band-Aid's and antibacterial wipes. If a student is, in the judgment of school staff, significantly injured (bleeding, concussion, sprain) at any point during the course of the day, the student will be taken to the office for evaluation. The office staff will contact the student's parent/guardian to inform them of the situation and determine what further medical attention is needed.

Lice

Head Lice Pediculosis (head lice) represents one of the most common communicable childhood diseases. Head lice are therefore not unusual within a school for children to get head lice, but it is one we want to eliminate as quickly as possible. TIMA has a "No Nit Policy." All children must be nit (lice eggs) free in order to return to school.

If a parent discovers lice:

Please contact the school immediately so that student's classmates can be screened. If your child is discovered to have lice, you will be asked to pick them up from school and treat them as soon as possible. The National Pediculosis Association's (NPA) [Ten Tips for Head Lice and Nit Removal](#) will be sent home with each

family. Please visit www.headlice.org for additional information. The child may return to school as soon as they are free of lice and nits. These students must be rechecked by our School Nurse upon their return. If lice or nits are still found, parents will be called to pick their child up. Parents need to recheck their child every 2-3 days for a two-week period to make sure re-infestation has not occurred.

Once lice are found in a classroom:

- All students within the class will be screened by school personnel.
A letter informing families of the lice will be sent home.
- All families will be asked to screen children at home for a period of 2 weeks following the discovery of lice.
- All siblings of children diagnosed with lice will be screened by school officials. If necessary, these classrooms will also be screened.
- Infested classroom rugs, furniture, pillows, etc. will be vacuumed. Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from upholstered furniture, rugs, stuffed animals and car seats.

Allergies

Allergy Management Education and preparedness are necessary to keep an allergic student safe at school and at school- sponsored events. Severe allergies can be triggered by the following allergens:

- Food
- Insect stings and bites
- Chemicals
- Latex
- Other, less common allergens

Epinephrine must be readily available and on-hand immediately for all severely allergic children. TIMA staff are responsible for making sure a student's epinephrine auto injector (such as EpiPen or Auvi-Q) is with the student at all times.

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.

Field Trips

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. 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(s) to be visited. Parent chaperones are limited and will be assigned by the teacher. 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(s). 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/guardians will be notified of the possibility their child may not attend the field trip in order to ensure student safety. Students not attending the field trip will be provided with an alternative assignment. Students on field trips are responsible for making up missed work in other classes following the excused absence guidelines for missing work, 5 school days to make it up.

Cell Phones/Electronics

Purpose: The purpose of this policy is to establish guidelines for the use of cell phones and wearable tech devices in a K-8 school to promote a safe, secure, and productive learning environment.

Policy:

1. Cell phone use during school hours is strictly prohibited for students in grades K-8, unless explicitly permitted by the teacher or school staff for educational or emergency purposes.
2. Cell phones must be turned off or set to silent mode during school hours and stored in backpacks or lockers.
3. Students in grades K-8 are not allowed to use wearable tech devices, such as smartwatches or fitness trackers, during school hours, unless explicitly permitted by the teacher or school staff for educational or emergency purposes.
4. Students may use their cell phones and wearable tech devices before and after school hours, during designated break times, and in areas specified by the school administration.
5. Students may use cell phones for emergency purposes only. If a student needs to make a call or send a message for emergency reasons, they should notify their teacher or school staff.

6. Students are not allowed to take photos or videos of any person or thing without explicit permission from the person or teacher.
7. Cyberbullying, harassment, or any other form of inappropriate behavior through cell phones or wearable tech devices is strictly prohibited.
8. Students are responsible for the safety and security of their own cell phones and wearable tech devices. The school is not liable for any loss, damage, or theft.
9. The school reserves the right to confiscate cell phones and wearable tech devices if they are used in violation of this policy or disrupt the learning environment.
10. Any disciplinary action resulting from cell phone or wearable tech device use will be determined by the school's administration.

Rationale: In a K-8 school setting, it is important to minimize distractions and create an environment conducive to learning for all students. Cell phones and wearable tech devices, if not regulated, can be disruptive and impede the learning process. By establishing clear guidelines for their use, students can focus on their studies and maintain respectful behavior. Additionally, this policy helps ensure the safety and security of students by addressing potential misuse of cell phones and wearable tech devices.

Fundraising

Efforts to raise money within the TIMA community are carried out in order to:

- Provide much needed funding for the school as a supplement to the state and local funding.
- Enhance and extend student learning
- Contribute to a sense of community

All requests for fundraising must first be approved by the Principal and then sent to the TIMA Governing Board for review and consideration. If approved, the requestor will be notified and confirm date(s)/location(s) for the fundraiser.

Health and Safety

The health and safety of all TIMA students, staff, parents, and community members are of utmost importance. To this end, the following policies and procedures have been put into place:

Security and Emergency Procedures

During the school day, the front doors at each building will be the sole entrance for students and families. Once school begins each day all doors will be locked. Visitors will need to ring the security buzzer to enter the school at the main building. All visitors must sign in and out. Emergency exits have been identified for each room. Maps indicating these exits will be posted in the rooms. Regular emergency drills-including fire and tornado drills-will take place during the year.

Abuse/Neglect

By law, information about child abuse and neglect must be communicated by school employees and volunteers to the Georgia Department of Family and Children Services (DFACS) according to Georgia law (O.C.G.A. 19-7-5). Any school employee or volunteer who suspects a student is being neglected or abused

should immediately communicate this information to the school principal and the suspected neglect/abuse will be reported to DFACS. Potential signs of neglect/abuse of a student include:

- Often left home alone overnight in the neighborhood for long for long periods without supervision
- Frequently hungry
- Dressed inadequately for the weather
- Absent from school frequently
- Bruised or have other marks of physical violence
- Withdrawn or overly aggressive
- Not receiving needed medical attention

Mandated reporter training: <https://www.gocftrainingonline.com> Mandated Reporter Training is available through The Governor's Office for Children and Families (GOCF) and Prevent Child Abuse of Georgia (PCAGA). Both GOCF and PCAGA has partnered with Care Solutions, Inc. to make this valuable online training available for free any time or day that you may want to use it. It is one-hour of your time to learn how to better recognize the indicators of abuse and neglect, understand your role in responsible reporting, and identify the groups of children that may be at a higher risk of being abused or neglected.

Safety Zone

TIMA is a designated school safety zone according to OCGA 16-11-127.1. Weapons are not allowed on TIMA property, or at TIMA activities. Trained police officers are the only individuals who may carry weapons on TIMA property or at TIMA activities. TIMA is a drug-free and smoke free campus.

Inclement Weather

TIMA follows the same school closing/early dismissal decisions as all other Savannah Chatham Public Schools. Listen to the local news and follow what is reported for the Savannah Chatham Schools. For inclement weather that occurs during the school day, emergency procedures are followed to insure the safety of students. If an earlier dismissal is necessary due to inclement weather, information will be reported to families by phone, email, and on the school's website.

Student Records

School permanent records include all educational and disciplinary materials directly related to a student that the school maintains. TIMA will maintain student records in a confidential manner and comply with all state and federal laws regarding the privacy of these records, including the Family Educational Rights and Privacy Act (see following section).

Parents/legal guardians of a current student may review a student's records in the office, but the files may not be removed from the office. (24 hour notice must be given and the office will schedule the time for the review). All financial obligations must be met before a student's records will be transferred to another school.

All student records are maintained by and kept in an office. These files are locked during and after normal business hours with access limited as described above. The office staff and the Principal will be the only individuals with a key to these files.

The Family Educational Rights and Privacy Act The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Technology Use and iPads

Although technology use is a large part of our culture, there are still many times when they are not used. Technology can only be used during class time at the discretion of the teacher. Additionally, technology must not 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.

iPad insurance is required for each student iPad. After you purchase insurance, you will receive a confirmation email to finish setting up your account. Please note that information regarding your child's iPad model and serial number will be updated by the school.

- The policy term for 1 year is \$34.95
- Losses Covered: Extended Warranty + Accidental Damage + Lost + Theft + Standard Perils
- No claim deductible
- Unlimited number of claims

For coverage details, FAQ's or to purchase online 24x7, please click the link: <https://securranty.com/tybee>.

TIMA offers use of school computers and/or iPad devices as a privilege to students. Users of these computers and/or iPad devices are expected to exercise care and follow all operating instructions, safety standards, and guidelines for their use. Any damage to or loss of a school computer and or iPad, caused by an individual user will be that user's responsibility to fix, including and up to paying for the replacement of the computer/iPad device.

TIMA offers internet access to its students. All students are expected to use the computer/iPad and the internet in accordance with the internet and computer use policy of the SCCPSS.

School Counselor Services

TIMA is very proud to provide dynamic school counseling services for our students and their families. Since TIMA is a K-8 school, our counselor provides support across many different ages and areas. While the overall role of a school counselor is consistent across levels, the specific duties and responsibilities of counselors at each level varies based on the developmental and academic needs of students.

In our Lower School, grades K-4, the school counselor, in collaboration with teachers and other school staff, assists students in developing the confidence and competence needed to become successful learners. The school counseling program and curriculum for this level is developed based on TIMA's academic, attendance, and discipline data.

For our Upper School, grades 5-8, the counselor utilizes their training and expertise to develop and implement a counseling program that addresses the rapidly changing needs of the middle school student. In addition to

assisting students in dealing with the various physical, cognitive, and emotional changes they experience, school counselors can also engage students in developing more concrete ideas regarding their plans for the future to include available high school and postsecondary opportunities.

In conjunction with these important areas, TIMA's school counselor is trained and equipped to recognize and assist students with mental health needs using a variety of brief solution focused techniques.

It is important to note, school counselors do not provide ongoing therapy or long-term counseling in the school setting. Counseling in the school setting is designed as a short-term intervention to assist students in working through a concern and achieving school success. If it is determined that a student may benefit from regular or intensive counseling and therapy, a list of potential resources may be provided. Please note, the resources provided are for information purposes only and do not constitute an endorsement of any individual, organization, or entity listed.

Through referrals to area mental health service providers and community resources, school counselors work with students and families to address the student's mental health concerns.

The chart below provides characteristics and distinctions to assist in understanding the differences between counseling in the school setting and therapy.

Counseling in the School Setting	Therapy
Proactively enhances awareness of mental health throughout the school	Individualized approach that includes goals specific to the patient and presenting concerns
Service model includes classroom lessons, small groups, and limited individual meetings on a variable schedule	Typically involves weekly or monthly scheduled appointments
Promotes positive, healthy behaviors for all students in the school	Assists clients in working through family/domestic issues, suicidal ideation, trauma, eating disorders, self-injury, etc.
Provides strategies and support with the goal of assisting the student in returning to school/the classroom	May include fees, which can be paid through insurance, the patient, or other sources
Assists students with a variety of issues to include but not limited to bullying, school transition, study skills, problem solving, decision making, crisis intervention, and stress.	May result in a diagnosis (i.e. depression, ADHD, anxiety, eating disorder, etc.) which could also come with a recommendation for medication

Our school counselor utilizes counseling standards from the American School Counselor Association to develop the lessons and services she provides. The standards describe the knowledge, attitudes and skills students need to achieve academic success, college and career readiness and social/emotional development. The standards are based on a survey of research and best practices in student achievement from a wide array of educational standards and efforts. For more information about the ASCA Standards, check them out [here](#).

Middle Grades Athletics

TIMA is pleased to offer a robust middle grades Athletics Program. TIMA students in grades 6-8 have opportunities in the following programs.

Fall	Winter	Spring
<ul style="list-style-type: none">Football (7th & 8th Grade Only Partnering with Coastal Middle School)SoftballCross CountryVolleyball	<ul style="list-style-type: none">Boys BasketballGirls BasketballSwimming	<ul style="list-style-type: none">Boys SoccerGirls SoccerBaseballTrack and Field

All athletes must have a current physical on file and a signed copy of the eligibility guidelines to participate in evaluations and practices. The Physical Packet can be found on TIMA's website and in the Athletics shared folder.

Athletic Eligibility

Guidelines are listed below:

Academics, Conduct and Other Requirements:

1. All student-athletes are expected to complete all classwork and homework assignments given to them by their instructors while earning passing grades in all courses. An athlete's playing time may be affected if this requirement is not met. With the AD's assistance, coaches and teachers will maintain open communication.
2. Students must have been promoted to the next grade at the end of the previous school year or through successful completion of summer school (maximum of two subjects).
3. Students are expected to maintain an average 70 or higher in each class for a student to be eligible (including APPS classes). Students failing one or more classes for the quarter will be put on an academic contract by the AD. Students failing two or more classes for a semester will be deemed ineligible to compete for the next semester.
4. Any form of plagiarism will result in academic and behavior probation, and will require a parent and student-athlete signature on both contracts. A repeat plagiarism offense will result in immediate dismissal from the team, and will carry eligibility regulations for future sports for that calendar year.
5. Team members are to abide by the TIMA Family Handbook and school dress code at all times.
6. All students are expected to abide by the tenets of Love Your People. Playing time may be affected of athlete's who receive red signals. With the AD's assistance, coaches and teachers will maintain open communication.
7. Students assigned out-of-school suspension for disciplinary reason of one or more days will be placed on a behavioral contract. Students with subsequent out of school suspension would be ineligible to compete for the remainder of the season. Students with three or more out of school suspension days are ineligible next season.

8. Student athletes are expected to demonstrate good sportsmanship and respect the rights of others. Failure to do so may result in behavior contract, suspension and/or dismissal from the team.
9. Anything posted to social media that violates the TIMA Family Handbook may result in immediate dismissal from the team for the season of that sport. To be eligible to participate in interscholastic athletics, a student may not turn 16 years of age at any time during the 2023-2024 school year..
10. A completed Player and Parent/Guardian Agreement must be signed and returned prior to playing games.
11. An up to date SCCPSS physical packet must be completed and signed by a physician and is required each calendar year to date. Physicals not completed on the district provided physical form will not be accepted. Physicals must be signed by a Physician.
 - a. The SCCPSS physical packet includes:
 - b. Medical History Form
 - c. Physical Examination Form
 - d. Emergency Contact and Insurance Information Form
 - e. GHSA Awareness Policies and Guidelines
 - f. Permission and Medical Release Form

****GHSA Law 1.40 – Limits of participation:** (p.15 GHSA Constitutions and By-Laws Vol.116-Number 1) Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the students are physically approved for participation.

- a) Physical examinations will be good for twelve (12) months from the date of the exam. EXCEPTION: Any physical examination taken on or after April 1 in the preceding year will be accepted until that school ends classes the next Spring or concludes its final Spring sports season (for those participating students).
- b) The physical exam must be conducted by a licensed medical physician, doctor of Osteopathic medicine, nurse practitioner or a physician's assistant.
- c) The exam must be signed by an M.D., D.O., or by a Physician's Assistant, or an Advance Practice Nurse who has been delegated that task by an M.D., or D.O.
- d) The GHSA requires that member schools use the edition of the preparticipation physical evaluation form approved by the American Academy of Pediatrics, et. al., found on the GHSA web site.

Team Tryouts/ Evaluations:

Due to the limit of the number of athletes permitted on a team's roster, every team will hold tryouts/ evaluations. If there are more athletes than the roster may hold, cuts will be made. The following will be taken into consideration when choosing athletic teams:

- Previous year's/semester's/nine week's academic performance and behavior in each course.
- Previous attitude, conduct, dedication, sportsmanship, and work ethic when trying out and/or being a member of an athletic team at TIMA.
- Previous and current work ethic and conduct in classes.
- Talent level, potential, attitude, and work ethic during the evaluation period.

Playing Time:

All student-athletes who try out for an athletic team want to play in as many matches/games as possible. However, due to squad size and talent level, it is hard to find playing time for all players in each and every game/match. There is **NO guaranteed playing time**. Playing time will be based on performance and attitude in practice and previous games/matches. Athletes are expected to attend every practice. If an athlete will miss a practice, they are expected to communicate their absence to the coach. Practices are used as a time for student-athletes to improve their skills and earn playing time in games. Coaches will do their very best to put players in situations where they can be successful. They will not attempt to put players in a game/match situation where they will feel uncomfortable or intimidated. Each and every game is a valuable learning experience not only for the players on the court, but the players watching from the bench as well. All team members are to remain on the team bench during games/matches.

Other :

- All parents, friends and other family members are never to approach the bench/ designated player area or athlete during a game or match.
- Pick up may occur after the game has concluded and the coach has dismissed the team.
- If you have a concern that needs to be addressed with the coach, or Athletic Director, please contact him/ her the following day after the game or call to set up an appointment. Under no circumstance is a coach to be approached and questioned before or after a game/ match.
- Siblings of tryout participants/team members are not allowed to remain on campus during tryouts/practices
- Tryouts and practices are closed to spectators unless otherwise posted by the head coach.
- All students must have pre-arranged transportation home daily. Failure to be picked up on time may result in dismissal and/or suspension from the team. Coaches **WILL NOT** provide transportation home for athletes after practices and/or games
- Team members that do not complete their sport's season (Regular and Post) are not eligible to participate in postseason awards, banquets, etc

Behavior and Code of Conduct

An important tenet of TIMA's mission is to provide a safe, secure and healthy environment in which standards of educational excellence may be attained. The rules of the Conduct and Discipline Code will not violate constitutionally protected rights nor The Conduct and Discipline Code of the Savannah-Chatham Public School System. For any school to operate effectively, cooperation must exist among all members of the school community, as all adults in a school's community are role models for the students. A code of conduct provides clear guidelines for teachers, staff, parents, and students. The set of standards outlined in the code of conduct are established within the school setting to: (1) Foster respect for others and their property, (2) Develop responsibility for self-control, (3) Teach good manners and courtesy in daily living, (4) Provide a framework for developing skills to manage problems, disappointments, anger, and frustrations as well as success, accomplishments, and celebrations.

Conduct and Discipline Code

Bullying: In accordance with OCGA 20-2-751.4, bullying of a student by another student is prohibited.

Sexual Harassment: Sexual harassment is prohibited.

Attendance: The school year will consist of 180 student days based upon the TIMA school calendar. A student who has 15 or more absences, excused or unexcused could be in jeopardy of retention. Please refer to the [attendance](#) section above for more details.

School Conduct: It is expected that students maintain appropriate behavior at all times and that they follow all rules of conduct and discipline within the school.

Academic Honesty: Students are expected to be honest in academic and social activities.

Respect for People: All members of TIMA are expected to show respect to one another through courteous speech and action.

Respect for Property: All members of TIMA are expected to respect the personal property of others as well as the communal property of the school.

Language: Abusive and/or profane language will not be tolerated on the campus of TIMA nor at school sponsored events off campus.

Dress and Personal Appearance: Uniforms will be worn unless otherwise stated. School attire is expected to be clean, neat, and modest. Clothing that bears offensive language is not acceptable dress. Please refer to the [Uniform Policy](#) above.

Safety and Welfare: Students may not possess, bring, carry, or use weapons or other dangerous objects that may be detrimental to the safety and welfare of themselves, other students, or school personnel.

Personal Items: Personal items such as personal electronic devices, including smart watches, and other items deemed by the school authorities as distracting and unnecessary may not be carried or used on TIMA campus or at school sanctioned events.

Health: The possession, use, sale, or trade of alcohol, tobacco, illegal drugs, or other controlled substances on Tybee Island Maritime Academy properties, at school-sponsored events, or in school vehicles is forbidden.

Medication is dispensed by designated school personnel according to written instructions from parents and/or a medical authority.

Progressive Discipline Procedures When it is necessary to impose discipline, the school personnel will follow an age-appropriate progressive discipline process. The degree of discipline to be imposed will be in proportion to the severity of the behavior of a particular student and will take into account the student's disciplinary history, age, developmental level, and other relevant factors, including eligibility for services under emotional behavior disorders parameters. TIMA Code of Conduct will take into account any disability of the student when addressing misbehavior. All discipline of students with disabilities will follow the requirements of Section 504 of the Rehabilitation Act of 1973, IDEA, and the Georgia Special Education rules.

On a daily basis, we collectively work together to bring out the best in each other and to provide a meaningful education experience for our students. We have adopted a culture built around "Loving your People". We foster an environment that encourages kindness, collaboration, and respect.

TIMA's Signal System is a response to initial and minor misbehavior. Signals yellow, orange and red are progressive and serve as a communication tool to parents about student behavior. Signals relate to the tenets of our positive behavior program, Love Your People.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

Parental Involvement in Discipline This Code of Conduct is based on the expectation that parents, guardians, teachers and school staff will work together to improve student behavior and academic performance. Two-way communication through personal contacts is extremely valuable; therefore, information will be provided to parents and on-going opportunities will be established for school personnel to hear parents' concerns and comments. Parents and students should contact the principal if specific questions arise related to the Code of Conduct. Parents are encouraged to visit the school regularly and are expected to be involved in the behavior support processes designed to promote positive choices and behavior.

The Principal may suspend students from school for a period of not more than ten (10) consecutive school days. Prior to suspension, the principal will afford the student his/her due process by following procedures: The student shall be given oral or written notice of the charges against him. If the student denies the charges, he/she shall be given: an explanation of the evidence the school authorities have; and an opportunity to present his/her side of the story.

The student can appeal any suspension decision to TIMA Governing Board within 48 hours of the suspension. TIMA Governing Board's decision is final.

Discipline and Students with Disabilities: Nothing in TIMA's Student Code of Conduct will be permitted to infringe upon any rights provided pursuant to the Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Americans with Disabilities Act. Students with disabilities have the same rights and responsibilities as other students and may be disciplined for the same behavioral offenses. If a student with disabilities has an IEP that includes disciplinary guidelines, that student will be disciplined according to those guidelines as required by IDEA. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policies listed.

Please see the [SCCPSS Code of Student Conduct](#) which has guidelines for responses to student misbehavior. Although not all encompassing, there are elements from the chart that include local and state

expectations for consequences to specific behaviors from students. TIMA will utilize this chart when assigning consequences to students who have progressed beyond the Signal System or who engage in significant misbehavior while enrolled at Tybee Island Maritime Academy.

Complaints or Grievances

Methods for resolving disputes between students and/or parents and TIMA: The parent/student first meets with the most appropriate staff member in an attempt to resolve the dispute. If satisfactory resolution is not reached, the parent/student then meets with the Principal for a decision. If that decision is not satisfactory or not resolved, the parent/student asks the Governing Board President to set a meeting with the Governing Board. The Governing Board's decision is final.

Student Behavior

On a daily basis, we collectively work together to bring out the best in each other and to provide a meaningful education experience for our students. We have adopted a culture built around "Loving Your People." We foster an environment that encourages kindness, collaboration, and respect. Not only do we love our students, but we also love our staff! Love Your People encompasses two main components: Student LYP and Staff LYP.

"It's in those small, day-to-day interactions where we have the opportunity to make things better for all of us."- Sam Parker

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 Behavior 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.

TIMA Behavior Matrix

Cafeteria	Classroom		Digital Etiquette	Hallway	Beach	Park	Bathroom	Bus
<p><u>Be Kind</u> Be considerate of people's space and food.</p> <p><u>Be Patient</u> Wait calmly in line.</p> <p><u>Thank People</u> Be grateful for the cafeteria staff.</p> <p><u>Contribute</u> Keep the cafeteria clean. Have a tech-free lunch.</p>	<p><u>Contribute</u> Be actively engaged in learning activities.</p> <p>Be supportive of a positive learning environment.</p> <p>Be prepared for class.</p> <p>Listen to the guidance from your teacher.</p> <p><u>Be honest</u> Be truthful with your words and in your work.</p> <p>Be respectful with your honest conversations.</p> <p><u>Be Patient</u> Be understanding of other's learning process and your own.</p> <p>Be proactive when asking for help. (ask three then me)</p>	<p><u>Encourage People</u> Celebrate your own success and the success of others.</p> <p>Be supportive when others are struggling.</p> <p><u>Apologize & Forgive</u> Acknowledge when you make mistakes.</p> <p>Forgive others and yourself when mistakes are made.</p> <p><u>Thank People</u> Thank all members of the classroom community</p> <p><u>Be Kind</u> Be considerate of people's space and belongings.</p>	<p><u>Be Kind</u> Use kind words when posting on a digital platform.</p> <p>Ask permission before posting images that contain another person.</p> <p><u>Be Patient</u> Be understanding of people's experience using technology.</p> <p><u>Thank People</u> Thank classmates and staff when communicating on Google Classroom & D2L.</p> <p><u>Contribute</u> Contribute positive images and words whenever posting to a digital platform.</p> <p>Text and images will last forever.</p>	<p><u>Be Kind</u> Be considerate of people's space.</p> <p><u>Be patient</u> Wait calmly to enter and exit classrooms.</p> <p><u>Apologize & Forgive</u> Say excuse me and apologize to others.</p> <p><u>Encourage</u> Model LYP behavior.</p> <p>Smile and give kind words.</p> <p><u>Contribute</u> Get to class on time, every time.</p>	<p><u>Be Kind</u> Be aware of others around you. Do not kick or throw sand.</p> <p><u>Be Patient</u> Walk slowly and in a straight line down the boardwalk.</p> <p><u>Apologize & Forgive</u> Say you are sorry and take ownership when you make a mistake.</p> <p>Forgive yourself and others when things go wrong.</p> <p><u>Be Patient</u> Wait calmly for your turn on the equipment/with a toy.</p> <p><u>Thank People</u> Thank others for letting you have a turn.</p> <p><u>Contribute</u> Keep our community clean! Throw away any trash you see at the beach.</p>	<p><u>Be Kind</u> Speak kindly to others and be respectful of their space.</p> <p><u>Apologize & Forgive</u> Say you are sorry and take ownership when you make a mistake.</p> <p>Forgive yourself and others when things go wrong.</p> <p><u>Be Patient</u> Wait calmly for your turn on the equipment/with a toy.</p> <p><u>Thank People</u> Thank others for letting you have a turn.</p> <p><u>Contribute</u> Keep our community clean! Throw away any trash you see at the park.</p>	<p><u>Be Kind</u> Be considerate of people's space.</p> <p><u>Contribute</u> Contribute to a clean environment</p>	<p><u>Be Kind</u> Speak kindly to others and be respectful of their space.</p> <p><u>Be Patient</u> Wait calmly in line when getting on and off the bus.</p> <p><u>Contribute</u> Keep our buses clean! Throw away any trash you see.</p>

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 you 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. Upper school students should be present at Parent/ Teacher conferences.
- 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 (such as but not limited to: lunch detention, after-school detention, etc.)
- 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 Rtl process to gather data about their behavior and implement appropriate interventions.
* **Recess cannot be withheld as a consequence for misbehavior for individuals or an entire class.**

The signal process receives a “fresh start” at the conclusion of approximately each month. Samples of each signal are on the next 3 pages.

Tybee Island Maritime Academy
Yellow Signal

Student Name:
Time of Incident:

Date:

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. Refusal to follow directions (including turning in work)
- ☐ 6. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents)
- ☐ 7. 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: _____

This signal requires a parent/teacher contact regarding your child's behavior. (phone, email, conference, etc.)

Parent Signature: _____

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.

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:
Time of Incident :

Date:

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. Refusal to follow directions (including turning in work)
- _____ 6. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents)
- _____ 7. 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 _____ Digital Etiquette

Perceived Student Motivation:

Teacher Signature:

This Signal requires a parent/teacher contact regarding your child's behavior. (phone, email, conference, etc.)

Upper School Only: The result of this Orange Signal is that your child will not participate in the next scheduled reward/club day. _____ Parent Initial

Parent Signature:

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
Red Signal

Student Name: _____ Date: _____ Time of Incident : _____

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. Refusal to follow directions (including turning in work)
- _____ 6. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents)
- _____ 7. 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 _____ 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:

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

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

