



 **TYBEE ISLAND  
MARITIME ACADEMY**

# **2024-2025 Family Handbook**

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

714 Lovell Avenue Tybee Island, Georgia 31328

(912) 395-4060

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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](http://www.tybeeislandmaritimeacademy.com)

Person	Subject
<b>Joann Brown</b> Secretary joann.brown@sccpss.com 912-395-4060	<ul style="list-style-type: none"> <li>● Transportation changes</li> <li>● Student Check in/ Check out</li> <li>● Daily student attendance</li> <li>● General Information</li> </ul>
<b>Kristina Murray</b> School Counselor kristina.murray@sccpss.com 912-395-4060	<ul style="list-style-type: none"> <li>● Counseling</li> <li>● Student schedules</li> <li>● Family support services</li> <li>● High School process support</li> </ul>
<b>Chyna Young</b> Community Engagement and Technology Coordinator china.young@sccpss.com	<ul style="list-style-type: none"> <li>● Technology</li> <li>● Fundraising</li> <li>● Social Media</li> </ul>
<b>Noel Ingram</b> Director of Engagement noel.ingram@sccpss.com	<ul style="list-style-type: none"> <li>● Athletics</li> <li>● Gifted Evaluation/Placement</li> <li>● MAP/ GMAS Testing</li> <li>● School Events and Partnerships</li> </ul>
<b>Alicia Beck</b> Assistant Principal alicia.beck@sccpss.com	<ul style="list-style-type: none"> <li>● Curriculum and Instruction</li> <li>● Assessments and Grading</li> <li>● Student Discipline</li> </ul>
<b>Katie Holliday</b> Leader in Residence Kathleen.Holliday@sccpss.com	
<b>Jennifer Fleming</b> Operations Manager jennifer.fleming@sccpss.com	<ul style="list-style-type: none"> <li>● Student enrollment and registration</li> <li>● Master calendar</li> <li>● Teacher supplies</li> </ul>
<b>Laura Solomon</b> Director of Growth and Planning laura.solomon@sccpss.com	<ul style="list-style-type: none"> <li>● Long term planning</li> </ul>
<b>Peter L. Ulrich</b> Principal Administrator peter.ulrich@sccpss.com	<ul style="list-style-type: none"> <li>● School/student issues or questions not addressed or resolved elsewhere</li> </ul>

912-395-4060	
<b>Brigette VanBaelen</b> Governing Board Chairperson <a href="mailto:tybeeislandmaritimeacademy@gmail.com">tybeeislandmaritimeacademy@gmail.com</a> 912-395-4060	<ul style="list-style-type: none"> <li>• Facilitates Governing Board Meetings</li> <li>• Governing Board Members</li> </ul>
<b>Social Media</b>	Facebook: @tybeecharterschool Instagram: @tybeeislandmaritimeacademy

# 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](mailto: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

# 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

## 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;
- 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 student showcases, 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 Report Cards
- c) Conferences, - Sep 13, 2024 and Feb.14, 2025
- d) Reporting of Standardized Test Scores

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.

## PowerSchool

A PowerSchool account will allow parents to view their child's grades and schedule, monitor absences, and verify emergency contact information is correct. All TIMA Families will need a Parent Access account to view grades, attendance and report cards. TIMA does not issue school-wide paper report cards. This is an opportunity to verify that parent contact information is correct and up to date in an effort to insure that families are receiving all important communications coming from TIMA. As the bulk of our school communication is done via email, please be sure to update and include current email addresses. 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.

## **Student-Led 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.

## **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**

For the 2024-25 school year, TIMA will be using the [Seesaw](#) in grades K-2, and [Google Classroom](#) in grades 3-8. These tools provide various tools and features that can help parents stay informed about their child's progress in their education.

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

## **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 number 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.

## **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.

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.

## Family Engagement

TIMA has a strong and involved community. At TIMA, families 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 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. For the most up to date information about the school please visit the school website.

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
- Google Classroom and/or Seesaw
- 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](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 TIMA students and staff, all volunteers are required to register through [VISTA](#) and watch this [mandatory video](#). VISTA is a portal for screening volunteers through a sex offender registry check or a criminal history background check. Background screenings will be conducted once every three years for those who wish to remain an active volunteer. During the application process, the applicant will be required to list all volunteer duties he/she seeks to provide, which will determine the level at which the individual will be screened. All screenings are completed through the secure Volunteer Tracker portal. We highly encourage our volunteers to log their time in the VISTA tracker. Three Volunteers of the Year will be recognized at the Volunteer appreciation event held at the close of the school year.

# 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. Once a student is enrolled, parents/guardians must complete a recommitment form each year in January in order to maintain their child's spot for the next school year. Parents/guardians must complete a parent expectation form at the beginning of each school year.

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.

### PLEASE NOTE:

At TIMA, the process of student placement is a thoughtful and comprehensive one, aimed at ensuring the best possible educational experience for each child. While we understand and appreciate that parents may have preferences or insights regarding their child's classroom environment, we respectfully inform you that these preferences cannot be accommodated. The responsibility for class assignments rests solely with our administration. This policy allows us to consider various factors, such as balanced class sizes, the academic and social dynamics of the classroom, and the professional assessments of our educational team. We assure you that our decisions are made with the utmost care and in the best interest of all students. Thank you for your understanding and cooperation.

For more information about Parent Expectations at TIMA, please view our [Parent Expectations Contract](#).

## 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. *Breakfast is served starting at 8:00 a.m. and ends promptly at 8:30 a.m. If your child arrives at 8:31 they will not receive a breakfast.*

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. Students will be issued a tardy slip and must present the slip to the teacher when they report to class. Parents who consistently bring their children tardy to school shall be referred to an SCCPSS Social Worker and/or our school counselor for action.

### Dismissal

Student dismissal begins at 3:30 PM. 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.**

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.

TIMA utilizes the PikMyKid app as part of our school's dismissal process to enhance safety and efficiency. This innovative app allows parents and guardians to manage their child's dismissal with ease and peace of mind. By using PikMyKid, you can notify the school of your arrival, authorize alternative pick-up persons, and receive real-time updates on dismissal changes or delays. This streamlined communication helps ensure a secure and organized release of students each day. All families **MUST** download the [PikMyKid app](#) and familiarize themselves with its features to support a smooth and safe dismissal experience for everyone.

**Parents who utilize PikMyKid will be prioritized at dismissal over parents who have not added.**

## 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.

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.

**PLEASE NOTE: Any student who misses 15 or more school days/classes in a school year may be retained and/or prohibited from re-enrolling at TIMA the following year.**

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.

PLEASE NOTE: 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.

## **Behavior and Conduct Expectations**

### **Student Behavior**

At Tybee Island Maritime Academy, we strive daily to bring out the best in each other and provide meaningful educational experiences, guided by our "Loving Your People" culture. This fosters kindness, collaboration, and respect among students and staff.

Our goal is for students to demonstrate their best behavior at all times, both in and out of the classroom. School rules on bullying, fighting, noise, and fair play help maintain a civil environment. High expectations for manners and behavior apply during all school activities, including bus rides, field trips, and lunch.

Effective instruction requires engaged, thoughtful behavior and a caring atmosphere. Discipline, a shared responsibility among students, parents, teachers, and administrators, is essential for a safe, orderly learning environment where every child can excel.

Respect is vital for all school staff, including secretaries, custodians, and cafeteria workers. Politeness should be consistent and extend to everyone.

Key behaviors from "Love Your People" include:

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

We have established a signal system to guide and reward student behavior, encouraging good citizenship and discouraging unacceptable behavior. Your support is crucial in making this program successful, and we value our partnership with you in upholding high behavioral standards for our students.



## Code of Conduct Summary

TIMA is committed to providing a safe, secure, and healthy environment to achieve educational excellence. This code aligns with constitutional rights and the [Savannah-Chatham Public School System's Conduct and Discipline Code](#). Effective school operation relies on cooperation among all community members, who serve as role models for students. The code of conduct offers clear guidelines for teachers, staff, parents, and students to:

1. Foster respect for others and their property.
2. Develop self-control.
3. Teach good manners and courtesy.
4. Provide a framework for managing emotions and celebrating achievements.

**Discipline Code:** For detailed information see [Savannah-Chatham Public School System's Conduct and Discipline Code](#).

- Bullying: Prohibited by OCGA 20-2-751.4.
- Sexual Harassment: Sexual harassment is prohibited.
- Attendance: The school year is 180 days for students 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 and Property: All members of TIMA are expected to show respect to one another through courteous speech and action.
- Language: Abusive and/or profane language will not be tolerated on the campus of TIMA nor at school sponsored events off campus.
- Dress and 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 used on TIMA campus.
- 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**

Discipline will follow an age-appropriate, progressive approach considering the student's disciplinary history, age, developmental level, and other relevant factors. Disciplinary actions will comply with Section 504 of the Rehabilitation Act of 1973, IDEA, and Georgia Special Education rules.

### **Parental Involvement**

Parental involvement is crucial for improving student behavior and academic performance. Two-way communication between parents and school staff is highly valued. Parents should contact the administrator for any questions regarding the Code of Conduct. Regular visits and participation in behavior support processes are encouraged. Parents should review the [TIMA Parent Expectations Form](#).

### **Suspension and Appeals**

An administrator can suspend students for up to 10 consecutive school days, following due process. Suspensions can be appealed to the TIMA Governing Board within 48 hours, whose decision is final.

### **Discipline for Students with Disabilities**

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.

### **Complaint and Grievance Resolution**

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 schedules a meeting with the Principal for a review. 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**

At TIMA, we strive to bring out the best in each other and provide a meaningful educational experience. Our culture of "Loving Your People" promotes kindness, collaboration, and respect for both students and staff. High expectations for good manners and behavior are upheld in all school activities, including bus rides, field trips, lunch, and classroom participation.

## Language and Communication

Tybee Island Maritime Academy is committed to fostering an inclusive school environment where every student feels valued, respected, and safe. As part of this commitment, we recognize the importance of kind and appropriate communication. Communication refers to speech, written text, images, sound effects and gestures.

The SCCPSS Code of Conduct defines inappropriate language as the use of profane, vulgar, obscene, or ethnically and culturally offensive language (written or oral) and actions.

TIMA offers the following additional clarification:

Level 1- Using rude and disrespectful communication

Level 2- Using profane, obscene, vulgar, or lewd language, gestures, or behavior

Level 3- Using slurs based upon actual or perceived race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, disability, body size, socioeconomic status or any other characteristic protected by law or school policy

Level 4- Using derogatory language with the intent to humiliate or harass

Level 1 violations are subject to the signal system. Level 2-4 violations may be subject to disciplinary referrals with administrative consequences. Please note Level 2 Violations and above will have an impact on choice program eligibility.

The consequences for level 2-4 violations will be determined on a case-by-case basis, taking into account factors such as the severity of the behavior, the impact on the victim(s), the age and maturity of the student(s) involved, and any previous incidents.

## Signal System

The Signal System addresses minor misbehavior and communicates with parents about student behavior. It supports the "Love Your People" positive behavior program.

- Step 1: **Verbal Warning**- Issued for not following expectations.
- Step 2: **Yellow Signal** - Given for consistent inappropriate behavior, with parental contact and student-teacher conference.
- Step 3: **Orange Signal** - Issued if behavior doesn't improve, involving a parent-teacher conference and further strategies.
- Step 4: **Red Signal** - Results in a parent contact and a teacher-assigned consequence.
- Step 5: **Discipline Referral** - For severe misbehavior, resulting in a referral to an administrator and potential entry into the Rtl process.

PLEASE NOTE: The Signal System is reset monthly.

## **Authority of School Leaders**

The administration of Tybee Island Maritime Academy (TIMA) is entrusted by the Governing Board with maintaining the safe and orderly operation of the school. For disciplinary violations not explicitly covered by the Code of Conduct, the administration will implement reasonable corrective measures deemed in the best interest of both the student involved and the school.

School administrator is defined as the Principal, Assistant Principal, or any other designated person to whom authority has been delegated.

**Depending on the circumstances and the specific violation, administrators have the authority and discretion to impose consequences that may fall outside the progressive discipline guidelines.**

School administrators will consistently treat students and their families with respect and professionalism, ensuring a supportive and respectful school environment.

## **Conclusion**

We seek your support and cooperation to ensure a successful behavior management program. By working together, we maintain high expectations for student behavior and promote a positive school culture.

Please review and discuss the Signal System with your child to support our efforts in fostering a respectful and responsible learning environment.

# Transportation

## 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 noted in the [PikMyKid App](#) no later than 2:00 PM. Unexpected changes should also be shared with the school by email/phone call. 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. Parents can authorize additional people to pick up their child in the [PikMyKid App](#). In cases of doubt, an Administrator may require evidence that the person picking the child up is entitled to custody. No students will be released early unless the office staff calls for them.

## 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.

In accordance with Georgia Law 40-6-296(e), all students who ride their bicycles to school are required to wear a properly fitted and fastened bicycle helmet. This law is designed to ensure the safety of young cyclists by reducing the risk of head injuries in the event of an accident. We urge all parents and guardians to follow the law and enforce this important safety measure and to regularly check that their child's helmet meets safety standards and fits correctly. Compliance with this law not only helps protect our students but also sets a positive example for responsible biking behavior within our community.

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.

Students are only permitted to ride their assigned bus and may not ride any other bus.

PLEASE NOTE: 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.
- Eat.

## 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](http://www.myschoolapps.com) which will be live each **July**. We will provide a reminder at that time and throughout the month, 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 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 at least mid-thigh when standing, ensuring a respectful and professional school environment.
  - 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.

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 accoutrement (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 Scouting America or the Girl Scouts on regular meeting days.
- A student wears a TIMA Athletic Uniform on Game Day

Buttons, armbands, or other accoutrement 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**

Dress down days will only be organized and hosted by TIMA for internal purposes, such as fundraising for school-related initiatives or fostering school spirit. TIMA will not host dress down days as a monetary fundraiser for any external organizations or non-profits. This includes but is not limited to charitable causes, community organizations, or businesses seeking promotional opportunities.

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 be of a length that reaches at least mid-thigh when standing, ensuring a respectful and professional school environment.
- 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 nurse 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 specified instructions. No medication will be given without this authorization, and students should not bring medication to school or self-administer it.

All medication, whether prescription or over-the-counter, must be administered by the school nurse during school hours. Students are not allowed to carry any medication, including inhalers and EpiPens, without the school nurse's permission. Self-administration of inhalers and EpiPens is permitted only when approved by the student's physician, parents or guardians, and office staff.

All medication must be properly labeled, in its original container, and brought to school by an adult. A doctor's order must accompany all medication, along with a Medication Permission Form signed by a parent/guardian. This form should include the following information:

- Name of student and date of birth
- Name of medication
- Reason for administration in school
- Dosage
- Dosage interval (e.g., every 4 hours)
- Duration of administration (e.g., 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 the office staff determines a student needs additional medical attention. For minor injuries, each room has a kit containing Band-Aids and antibacterial wipes. If a student is significantly injured (e.g., bleeding, concussion, sprain) during the school day, they 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 the necessary medical attention.

## 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 the 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](http://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 are a part of the regular education program. During the school year classes may make several visits to businesses, educational centers, and community facilities. Field trips may be in-county field trips that take place during the school day, out-of-county field trips that may extend past regular school hours, or overnight field trips. Field trips are supervised by teachers, paraprofessionals, and VISTA-approved volunteers.

Parents are given advanced information about field trips outlining the purpose of the trip, date, cost, 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 on field trips. 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.

Please note that students at TIMA have many opportunities for field experiences on Tybee Island. Classes may walk to the beach, marsh, community garden or other locations on Tybee on any given day. Teachers will not send home permission forms for these day-to-day experiences.

Middle school students may have the opportunity to walk to various locations on Tybee to film, collect data or complete other projects in small groups without direct adult supervision and with parent permission. In these cases, student groups will be equipped with an AirTag and a walkie talkie.

No student will be denied the opportunity to attend a field trip due to financial reasons, TIMA has a scholarship fund to help ensure that all students are able to attend field trips. It is our intent for every child to have a meaningful learning experience, which includes hands-on learning, cultural exposure, and the social bonding that comes with Field Trips. No 100% scholarship will be given. The Field Trip Scholarship Application is due a minimum of five (5) business days before the Field Trip departure. Please reach out to the TIMA Secretary for more information on field trip scholarships. If an upcoming trip will have an adverse impact on your budget, please apply.

# Cell Phones/Electronics

## Cell Phones and Electronics

At Tybee Island Maritime Academy, we are dedicated to fostering a learning environment that prioritizes academic excellence, personal growth, and respect for all. To uphold these values, the use of personal electronic devices, particularly cell phones, is regulated to ensure the safety, security, and focus of our students.

Enforcement of this cell phone policy is essential to maintaining a focused, respectful, and safe learning environment at Tybee Island Maritime Academy. We appreciate the cooperation of students, parents, and staff in upholding these regulations.

**Students are prohibited from accessing personal cell phones or electronic device accessories during school hours. This includes smartwatches.**

Tybee Island Maritime Academy does not assume any responsibility or liability for the theft, loss, or damage to personal devices or their unauthorized use.

### Possession and Use of Cell Phones/Lower School (K-4th)

- In grades K-4, cell phones must be turned off or set to silent mode during school hours and stored in backpacks.

### Possession and Use of Cell Phones/Upper School (5th-8th)

- Students who bring cell phones and other electronic accessories to school must surrender them at the start of the day. Phones and other electronic accessories will be securely stored until the end of the day.

### Use of Electronic Devices for Bullying or Harassment:

- Cell phones or electronic devices used for bullying, harassment, or other inappropriate behavior toward students, staff, or faculty will be confiscated.
- Disciplinary action will be taken in accordance with school policies/state law for such incidents.

### Internet Access and Usage:

- Students are not permitted to use personal Wi-Fi or data plans while on school property. All internet access will be filtered and monitored.
- Recording, photographing, or reproducing others without express permission from a teacher or administrator is strictly prohibited.

### School Bus Regulations:

- The use of electronic devices, including cell phones, radios, or any item that may interfere with the bus driver's operation of the vehicle, is prohibited while riding on a school bus.

### Confiscation and Disciplinary Actions:

- Possession of prohibited electronic devices will result in confiscation and disciplinary action as determined by the school administration.
- [Upper-School Progressive Disciplinary Process for Cell Phone Violations](#)

## **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. Please connect with your child's teacher regarding assignments for any necessary remote learning days due to inclement weather.

## 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.

<b>Counseling in the School Setting</b>	<b>Therapy</b>
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"> <li>● Football (7th &amp; 8th Grade Only Partnering with Coastal Middle School)</li> <li>● Softball</li> <li>● Cross Country</li> <li>● Volleyball</li> </ul>	<ul style="list-style-type: none"> <li>● Boys Basketball</li> <li>● Girls Basketball</li> <li>● Swimming</li> </ul>	<ul style="list-style-type: none"> <li>● Boys Soccer</li> <li>● Girls Soccer</li> <li>● Baseball</li> <li>● Track and Field</li> </ul>

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

Please carefully read the information below regarding eligibility, team selection and playing time. It is each student's responsibility to gain eligibility and maintain it throughout the sport season. Eligibility requirements and sports offered are subject to change. A signed copy of the Eligibility Guidelines will be collected by the Athletic Director

### Athlete Expectations:

- 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
- Students are expected to maintain an average 70 or higher in each class for a student to be eligible (including APPS classes).
- 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).
- Student-Athletes are to abide by the TIMA Family Handbook.
- All Student-Athletes are expected to abide by the tenets of Love Your People.
- Student athletes are expected to demonstrate good sportsmanship and respect the rights of others.
- To be eligible to participate in interscholastic athletics, a student may not turn 16 years of age at any time during the 2024-2025 school year.
- A completed Player and Parent/Guardian Agreement and Eligibility Guidelines Form must be signed and returned prior to playing games.
- 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.
  - The SCCPSS physical packet includes:
    - Medical History Form
    - Physical Examination Form
    - Emergency Contact and Insurance Information Form

- GHSA Awareness Policies and Guidelines
- Permission and Medical Release Form

### **Process & Procedures:**

- An athlete's playing time may be affected due to failing grades or incomplete work. With the AD's assistance, coaches and teachers will maintain open communication.
- 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.
- Any form of academic dishonesty 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.
- Playing time may be affected of athlete's who receive red signals. With the AD's assistance, coaches and teachers will maintain open communication.
- Students assigned out-of-school suspension for disciplinary reason of one or more days will be placed on a behavioral contract. Students with any 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.
- Failure to exhibit good sportsmanship, as defined in the Player and Parent Guardian Agreement, to their teammates, coaches, referees and spectators may result in a behavior contract, suspension and/or dismissal from the team.
- 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.

### **Team Tryouts/ Evaluations:**

Due to the limit of the number of athletes permitted on a team's roster, every team will hold tryouts/ evaluations. Students and parents will be notified via email the results of the tryouts/ evaluations. The following will be taken into consideration when choosing athletic teams:

- -Talent level, potential, attitude, and work ethic during the evaluation period.
- -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.

### **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, in the dugout, etc. during games/matches.

**Other Important Information:**

- 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 for disciplinary reasons (Regular and Post) are not eligible to participate in postseason awards, banquets, etc