

C.T. Walker Traditional Magnet Elementary School

2023-2024

Student/Parent Handbook



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The purpose of this handbook is to familiarize students and parents with school policies, established routines, and procedures of operation. It is published in an effort to enhance positive school/home relationships and to promote open lines of communication.

Parents should feel free to contact the school for clarification, further information or any needed assistance.

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Building a globally competitive school system that educates the whole child through teaching, learning, collaboration, and innovation.

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Our History

Named after Dr. Charles T. Walker, founding pastor of Tabernacle Baptist Church, C.T. Walker Traditional Magnet School has a long, proud history dating back to 1934. The school originally housed grades one through seven and was built to relieve overcrowding and population shifts for both black and white students in Richmond County. The building was constructed with federal financial assistance through the Works Progress Administration (WPA). The school opened with an enrollment of 1500; this was 500 more than building specifications.

As the schools were integrated in Richmond County in the early 1970's, student enrollment patterns changed. Consequently, C.T. Walker's enrollment decreased to less than 500 students. Court-ordered busing was instituted to ensure racial balances in student population and to remedy fluctuating enrollment patterns. This made it possible for students from all areas of the county to attend C.T. Walker.

C.T. Walker Traditional Magnet School, with grades kindergarten through five, was formed in 1980. It attracted black and white students throughout Richmond County and maintained a racial balance. The magnet school concept brought changes in structural organization, teaching strategies, philosophy of teaching and learning, and expectations in both academics and discipline. With the new curriculum, policies changed dramatically. Promotion was based solely upon mastery of skills. Students were required to pass all basic courses in the curriculum for promotion. Enrollment required an equal representation of both black and white staff, as well as in the student population. Today there is an even more diverse population.

During the first year as a magnet school, C.T. Walker housed 400 students who were admitted on the basis of a lottery conducted by community leaders and school officials for grades kindergarten through five. Beginning with the 1981 school year, the sixth grade was added to the school structure at the behest of parents who wanted their children to continue at C.T. Walker through the middle school years. The following year seventh grade was added; the next year the eighth-grade addition completed the kindergarten through eighth structure which exists today.

During the 2010/2011 school term, C.T. Walker celebrated its thirtieth anniversary as a magnet school. Today students arrive on sixteen buses from all areas of Richmond County and/or are transported in private vehicles. Beginning in 2005, our school underwent a major renovation of its campus with an additional classroom wing being added. Finally, the Wildcats returned home in 2007 and enrollment now exceeds 800.

C.T. Walker Traditional Magnet School was named a National Magnet School of Excellence in 2013, 2014, 2016, 2017 and a National Magnet School of Distinction in 2018. The award was given by Magnet Schools of America (MSA). MSA is a national organization that provides leadership for high quality, innovative instruction programs. In 2017 and 2018, C.T. Walker was named a Highest Performing Title I school.

Way to go Wildcats!

Introduction

Mission

Willing to Achieve Lifelong learning in grades K-5 where Excellence and Respect are the standard

Vision

The staff of C.T. Walker Traditional Magnet School envisions a school of excellence that empowers students to become confident, self-directed, cooperative, lifelong learners and leaders. Teachers will stimulate critical thinking and decision-making skills through higher order questioning, self-directed activities and through the use of other current research-based strategies. Both teachers and students will demonstrate proficiency in the use of technology by using multimedia to learn new information and to share ideas.

Parents, students, staff, and community stakeholders realize that the community is part of a global society that necessitates the understanding and appreciation of people with different cultures and backgrounds. C.T. Walker's culturally diverse setting promotes student understanding, appreciation, and respect for others.

Profile

The educational setting at C.T. Walker Traditional Magnet School is dedicated to the development of basic skills in language arts and mathematics, the development of higher order thinking skills, and mastery of content area knowledge and its application. In addition, art, drama, music, orchestra, and computer literacy are offered to enrich academic experiences. Patriotism, courtesy, respect for others, responsibility for one's behavior, moral values, citizenship, and community service are an important part of this program. Teaching takes place in structured classrooms where expectations will be firmly established, understood, and consistently enforced.

Our Staff Believes:

- All students can learn, and optimum learning occurs with a highly integrated curriculum involving creative opportunities for individual learners and with continuous, diverse student assessments.
- Parents, students, staff, and community stakeholders share in the responsibility of providing, supporting, and advancing the school's mission by ensuring a positive and consistent climate that emphasizes respect, cooperation, discipline, and student learning.
- Student preparation for the challenges of the twenty-first century include opportunities to explore and to develop skills in technology, fine arts, communication, and physical education and to apply this learning in meaningful contexts.
- A safe, clean, attractive, and physically comfortable environment enhances

student learning.

- Teacher effectiveness is enhanced when maximum time is spent on teaching and learning, and opportunities are available for instructional planning, collaboration, and staff development.

Academic Policies

Students at C. T. Walker will be able to...

- Integrate the use of reading, writing, speaking, and listening skills, and communicate with clarity, purpose, and understanding.
- Demonstrate strong study skills, efficient use of time, and the ability to complete tasks, both individually and collaboratively.
- Demonstrate the ability to connect knowledge and experiences from all subject areas to solve real-life problems and to complete tasks.
- Use higher-order and creative thinking skills to evaluate and solve problems.
- Participate in learning experiences that enrich life, including an appreciation for the visual and performing arts, physical fitness, and wellness.
- Demonstrate competency in the use of current technologies and resources in order to acquire new knowledge, develop new skills, share ideas, and expand understanding.
- Respect authority, oneself, and others, take responsibility for personal actions, and act as a responsible citizen.
- Understand and appreciate the diversity of others and demonstrate the ability to constructively resolve conflicts.
- Reflect upon and evaluate his or her learning experiences for the purpose of continuous self-improvement.

Responsibilities of the Home

- The family is primarily responsible for developing the traits of motivation, ambition, and appreciation for efforts that are necessary for the development of talent.
- The family is primarily responsible for supporting and reinforcing the school's code of conduct and dress, homework requirements, and other expectations such

as regular attendance and promptness.

- The family should subscribe to the belief that productive work, whether physical or intellectual, is a meaningful and natural activity. The family should strive to encourage the development of positive attitudes toward work and school.
- The opportunities for self-improvement, the development of personal interests, and the importance of participation must be a part of the home environment, as well as of the school program.
- Teaching is the responsibility of the professional staff. Within the framework of the traditional concept, opinions of parents and others are welcome. This will include voluntary participation in the activities of the school.
- The family and home should be the place where standards, expectations, and the goals for learning are present and respected. Supervised study time should be a part of everyday life in the home.
- The family and home should encourage the development of the proper use of language in all its forms. There should be access to ample and diverse reading materials (books, newspapers, and magazines), and the home should be the place where expression of opinions and conversations between parents and children are encouraged.
- The family needs to work closely with the teacher(s) in determining ways and means for implementing the educational program. Parents are encouraged to attend conferences, as needed.
- The family is a part of a larger society, and the school should be one place where people from different backgrounds meet and work together. The home, as well as the school, provides an environment that encourages the understanding of diversity.

Day to Day

Daily Schedule

Bell Rings	8:30 a.m.
Dismissal:	3:25 p.m.
Office Hours:	7:45 a.m. to 4:15 p.m.

In an effort to maximize instructional time and limit classroom interruptions students will NOT be dismissed after of 3:00 p.m. On early release days, no students will be dismissed from the front office after 12:00 PM. Early dismissal from school is counted as a tardy.

Moment of Reflection

In compliance with Georgia law, all teachers at public schools will conduct a moment of silent reflection. According to the policy, this moment of quiet reflection is not intended to be a religious observance or exercise. It is an opportunity for reflecting on the anticipated activities of the day. Our students also recite the Walker pledge each morning as part of our magnet tradition.

Today at C.T. Walker I pledge to be a:

Wise

Attentive

Leader who is

Kind

Ethical and

Responsible.

As Wildcats we have pride in ourselves, our school, and our community. This is the Walker Way!

Announcements

School announcements are made daily at the beginning or end of the day. This is a student created and presented broadcast under the supervision of our media specialist. 5th grade students are recommended and will audition for these roles. Many of the announcements are for the students' information, and it is necessary to have their full attention. Each Sunday, the principal sends out the Wildcat Weekly call that provides parents with upcoming activities for the week. A copy of the Wildcat Weekly can be found under the About Us tab on the C.T. Walker webpage as well as a link to the text is placed on the C.T. Walker PTO Facebook page.

Newsletter/Wildcat Weekly

A staff of volunteers will work with school officials to compile a school newsletter with every effort to distribute each month. The newsletter will contain information on class, extracurricular, volunteer and PTO activities. Dates of upcoming events will be listed, as well as who to contact concerning any information. Student, teacher and school achievements will be included.

Each Sunday parents should receive an automated weekly call highlighting important information. A copy of the Wildcat Weekly call is also posted on the C.T. Walker homepage under the About Us Tab. If you do not receive the Sunday calls, please contact Mrs. Schnorbus to ensure your information in Infinite Campus is correct.

Money

On occasion it may be necessary for students to bring money to school. **Always send money in a sealed envelope with the following information written on the outside of the envelope: student's name, teacher's name, and room number, amount of money enclosed and purpose of money (i.e.: lunch money, book money, field trip...).** Please send the exact amount to the bookkeeper.

If checks are returned to the school due to insufficient funds, the parent will be charged a fee plus the bank's returned check fee at the time.

Birthday/Classroom Celebrations

Per Richmond County Board of Education policy, the only holidays/events that can be honored with a celebration in the classroom are Winter Celebration (end of the first semester) and End of School. Classroom parties are scheduled at staggered times in order to accommodate our limited parking.

Parents are asked **not** to send birthday party invitations to school to be distributed in the classroom unless the entire class has been invited. **Contact your child's teacher to make any necessary arrangements before sending any snacks/treats to the school. Birthday treats are only allowed if prearranged with the teacher so as not to interrupt instructional time.** Teachers will distribute the treats during lunch so that students may celebrate with their specific class. **Please arrange this with the teacher in advance.** To ensure the safety of our students with allergies, please consult your child's teacher prior to bringing in snacks for the class. Store bought snacks are preferable due to potential allergy issues. The wellness policy sets guidelines concerning snacks served to students during the school day. We cannot accept deliveries of flowers or balloons for students at school as these pose a distraction to the mission of our school day. **Additionally, no outside food from fast food restaurants or food deliveries are allowed for students during the school day.**

Application Process

C.T. Walker is a magnet school which serves Richmond County students in grades kindergarten through eight. Students are admitted on selective criteria and lottery process. Applications for all grades are available on line each school year during the month of November and December. Waiting lists are maintained until the opening of the school year. Students must reapply each year for upcoming vacancies if not admitted during the current school year.

Contract

C.T. Walker Traditional Magnet school expects students and parents to comply with the requirements of the school. These requirements are not special challenges and reflect the expectations stated in our academic policies. These requirements are the responsibility of

the students attending C.T. Walker. A copy of the contract will be sent home at the beginning of the school year for parents and students to sign and return to the office. The contract outlines the shared expectations of the stakeholders as well as the continuation criteria for students to remain at C.T. Walker.

Immunization Records: Ear/Eye/Dental Exam Certificates

The Certificate of Immunization Form 3231 and the Certificate of Ear, Eye and Dental Form are due by the first day of school. These forms are mandatory by law in the State of Georgia and will result in student withdrawal from C.T. Walker if not submitted. A copy of the forms needed are located on the C.T. Walker webpage under the heading of Health Forms

Certified Birth Certificates

For students in grades Kindergarten and 1st grade, a certified birth certificate is due by the first day of school. The copy that has your child's hand and foot print is not the correct form that is needed. This is mandatory in the State of Georgia.

Pre-Registration Procedures for Currently Enrolled Students

Students who meet Walker requirements are automatically enrolled for the next school year. Parents do not have to complete a separate registration form. However, it is important that the staff at C.T. Walker plan ahead for vacancies. Parents are asked to inform the school in writing if they do not wish to return or are moving out of Richmond County.

Withdrawal Procedures for Students

At least one day's notice (24 hours) is requested to withdraw a student from school. Parents are asked to notify the school as soon as possible of the student's expected withdrawal date. All textbooks and library books must be returned, and any outstanding debts to the school must be cleared before the withdrawal can be completed. Information about the receiving school must be given at the time of withdrawal. Parents who are withdrawing their student to homeschool must show a completed Intent to Homeschool form before a withdrawal can be processed.

Attendance

A school year consists of 180 school days. Georgia law requires that all students between six and sixteen years of age attend school regularly. The law states that absences may be considered legally excused for the following reasons only: 1) illness, 2) death in the family, and 3) religious holidays. A note from the parent explaining the child's absences is expected when the child returns to school. **After five (5) absences, a physician's excuse is required to excuse any further absence.** If a special event is occurring with a family, the parent should complete a special event absence form by contacting the school administration. The parent should attach evidence of the event to the special event absence form and the principal will determine whether the absence will be excused or

unexcused. The Richmond County Promotion Policy states that any student who is absent without a legal excuse may not receive credit for the school year. In order to be counted present, a child must be at school for the majority of the school day. Students must arrive by 11:45 am or leave after 11:45 am to be considered present for the day. Students should not arrive late or be picked up early as a common practice, as this causes students to miss instruction and is distracting for the class. In an effort to maximize instructional time and limit classroom interruptions students will not be dismissed after 3:00 p.m. Students with perfect attendance will be recognized each nine weeks.

Tardy

All tardy students are to report to the **front office** for a tardy pass to class. A student is tardy when he/she enters the classroom/homeroom after the tardy bell rings at 8:30 a.m. Promptness to class is very important! Parents are expected to ensure that the child arrives on time and must accompany them inside to sign in if they are tardy. **Normal train schedules at railroad crossings are not considered an excuse for tardy students.** Students who leave school before the end of the day are also counted tardy. If the early dismissal is excused for medical/appointment reasons, it will be listed as an excused tardy once documentation of the appointment is received. Students will be expected to report to classes promptly. Ample time is provided for class change. Homeroom tardiness is to be considered the same as class tardiness. **According to the magnet school behavior matrix, students with chronic tardies may be placed on behavioral probation and can be removed from the magnet program if tardiness continues.**

Early Dismissal

Parents who must pick students up early due to an emergency or unavoidable circumstance should report directly to the office, where students must be signed out. Students will be released only to persons listed on the registration card or as identified in written authorization. In an effort to maximize instructional time and limit classroom interruptions students will not be dismissed after 3:00 p.m. **Students leaving early without legitimate excuse will be counted as tardy for attendance purposes.**

Hospital/Home Bound Program

The Hospital/Home Bound Program will provide a teacher for students who are ill at home for ten (10) or more days with physician approval. Proper procedures must be followed to receive these services. Contact Laurie Montgomery or Kenya Lee for more information if these services are likely to be needed.

Cafeteria

All students enrolled in Richmond County schools are eligible to have breakfast and lunch at no cost.

You will receive a Breakfast and Lunch Meal Information handout at the beginning of the school year. Students use a personal account number which they enter in a keypad

at the register.

Breakfast: Serving line starts at 7:35 a.m. and ends at 8:05 a.m. for any student riding in private transportation. Students on late buses are allowed to eat prior to reporting to class. Students that do not take bus transportation to school and arrive to HR after 8:30, will be marked tardy. These tardies apply to the attendance policy.

Lunch: Your child's teacher will provide you with the class's daily lunchtime. Many parents enjoy having lunch with their child and you are welcome to do so. If at all possible, we ask that you send a note in your child's agenda so that we can plan accordingly. **Please do not bring in fast food for your child to eat during lunch (McDonalds, Burger King, Zaxby's, etc.). Students will not be able to eat this type of food in the cafeteria due to Nutrition Guidelines. Students are not permitted to bring glass bottles or canned goods as a part of their lunch. There will be no access to a microwave for student lunches.**

When you arrive to eat with your student, please sit in the designated area for parents and eat lunch. Parents should only eat lunch with their child.

Discipline/ Behavior

The discipline plans and procedures will be grade level/age appropriate and will be explained fully to students and parents at the beginning of the school year. Each teacher will send home his/her classroom rules and discipline measures to be followed. Parents are urged to go over these rules carefully with their children. Detailed discipline guidelines can be found in the Code of Student Conduct and Discipline handbook that will be sent home at the beginning of the school year.

Students are expected to behave in a manner conducive to academic progress for themselves and for others. At all times, each student is expected to show respect for teachers, school personnel, and fellow students. Our students are expected to:

- Make progress toward the goal of becoming self-disciplined, self-directed learners, and problem-solvers.
- Follow C. T. Walker Magnet School's behavior expectations, including dress code policies.
- Speak courteously to every adult and child using good manners at all times.
- Remain task-oriented and orderly.
- Participate and put forth their best efforts.
- Demonstrate the qualities of neatness, promptness, and accuracy.
- Be responsible for completing and turning in class work and homework.
- Bring necessary materials to class.
- Respect the property of others.

- Care for textbooks, furniture, equipment, the school building, and grounds.
- Be responsible for delivering communications to and from school.
- Practice safety on buses and at school.
- Take pride in their school.

Students who do not meet the above criteria will be placed on disciplinary/behavior probation in an effort to improve their behavior. This will result in the development of a behavioral contract and limitation of extracurricular opportunities to include, but not limited to, dances, field trips, field days, and assemblies. Parents may also be required to attend to monitor behavior.

Designated Areas:

Student safety is important to us. In order to ensure student safety, it is important that students remain in designated areas and are supervised by school staff at all times. At no time should students wander the hallways or loiter in non-designated areas.

Arrival

Upon arrival to school, students should report to the cafeteria for breakfast or to their assigned morning area. Students should obtain permission and a hall pass to be in any other area of the school.

School Day

Students should remain with their class and under the supervision of the classroom teacher or other designated school personnel. Students should not leave the class without permission and a hall pass.

Restrooms

Students must obtain a pass to visit the restrooms (unless taken by a group with the classroom teacher). Students should not loiter in the restroom areas.

Departure

Students should remain in their designated area, under teacher supervision, until they are dismissed. Car riders should remain with the teacher on duty until they are released to the individual assigned to pick them up from school. **Parents should not attempt to pick up students in the car line by walking up to retrieve the child. Teachers have been instructed to not release students to parents who attempt to get students from the car rider line.** Walk-ups should remain in the auditorium. Bus riders should remain in the bus riding room until their bus is called.

Lunchroom

In the lunchroom students are expected to:

- Talk in a whisper to neighbors only. **Loud talking, laughing, or playing at the table is not allowed.**
- Remain in their seats and not walk around in the lunchroom.
- Sit in the "next available" seat and not skip seats.
- Remain with their class while seated in the lunchroom.

- Remain in the lunchroom once they have entered. Students will be dismissed from the lunchroom with the teacher's permission.
- Keep all food, drinks, and eating utensils on their trays, and refrain from throwing anything.
- If the previous stated rules are not followed, the student may be assigned silent lunch.
- Remain off of technology.

Halls

In the halls, students are expected to walk in a single file line at all times (including dismissal) without speaking so as to minimize disruption to instruction.

Auditorium

In the auditorium students are expected to:

Be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct will include whistling, uncalled-for clapping, hooting, booing, stomping of the feet, boisterousness, and talking during the program. Students will move quietly to and from assemblies under the supervision of their teacher. Students should remain off of technology. Feet should remain on the floor and not on the seat in front.

Restroom

In the restroom students are expected to:

- Practice safety and cleanliness and use the facilities appropriately.
- Students who deface and/or damage property will face a disciplinary fraction, may be subject to suspension, and/or incur the cost of the damages.

Bus

On the bus students are expected to:

- Obey the bus driver's instructions and Richmond County school bus safety rules.
- Walk to and from the bus with no running after the bus at any time.
- Go directly to assigned areas as buses arrive and depart.
- Obey bus authority when waiting at other schools.

Bus Stop

At the bus stop students are expected to:

- Remain off the roadway and in a safe area.
- Refrain from behavior that can endanger anyone's safety.

- Refrain from fighting and using profane language and gestures.
- Refrain from throwing objects or damaging anyone's property.

PENALTY: For violating these rules, a pupil will be reported by the driver to the school principal for consequences. A bus misconduct report will be sent home to the parent.

Prohibited Items

The following items are prohibited to be used in the school building, on school buses, and on school grounds: radios, electronic games, tape or disc players, laser device, or any other device (i.e. MP3 players, iPods, iPads, Bluetooth, etc) or item which disrupts or interferes with any lawful mission, process or function of the school. These items will be collected if they are brought to school and appropriate disciplinary action will be taken. The school is not responsible for personal items brought to school.

Dress Code

All students of C.T. Walker **are required** to adhere to the Richmond County Board of education dress code and grooming policy. Detailed dress code guidelines can be found in the Code of Student Conduct and Discipline Handbook that will be sent home at the beginning of the school year. A Dress and Grooming Policy/Contract will be sent home (appendix 1B) for parents to sign and return to the main office. Students should be appropriately dressed for school and physical education.

Students are expected to adhere to the following dress code:

- Students cannot wear emblems, insignias, badges or other symbols.
- Coats and jackets should not be overly baggy and can only be worn during appropriate weather.
- No clothing advertising the use of tobacco, alcoholic beverages or illegal drugs. Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden. Clothing that makes fun of or puts down other students is not permitted. Make sure that t-shirts are not in poor taste for an academic setting.
- See-through garments, halter tops, spaghetti straps, backless dresses, tank tops, tube tops, muscle shirts, bare midriff outfits or shirts, or blouses that are tied or rise above the waist are not permitted.
- Skirts, shorts and dresses must be fitted at the waist and should be worn at mid thigh level. **Miniskirts are not allowed.** Unacceptable shorts include spandex-style "bicycle" shorts, cutoff jeans, running shorts, or see through boxer-type shorts. Use of the fingertip rule applies. Clothing item must reach the tips of the fingernails.
- All pants and shorts must be fitted at the waist. Pants hanging below the natural waist will be required to call home to get a belt or pants that fit appropriately.
- Pants/shorts cannot have holes above the fingertips.
- Belts must be secured at the waist and buckled. Straps should be fastened and sashes tied.

- Shoelaces must be tied. House slippers, shower shoes or thong shoes are not allowed. We recommend that a shoe have a strap to ensure that they are safe.
- No hats or head covers may be worn in the building (unless pre-approved for a designated activity/event).
- Sunshades or dark glasses cannot be worn in the building.
- No bandanas are to be worn.

Students will not be allowed to have continuous dress code violations. The following consequences will be enforced:

K-5 Consequences:
1 st Offense-Written Notice
2 nd Offense-Written Notice and Verbal Warning
3 rd Offense- Parent Call
4 th Offense- Discipline Referral; Consequence

- ❖ Students must change clothes or may have to sit in isolation until appropriate clothes are obtained.
- ❖ If we are able to provide a change of clothes we will, otherwise the parent will be called to bring a change of clothes.

Disciplinary Probation

Students at C.T. Walker are expected to abide by the Magnet School Contract. The guidelines below will be used as a continuum of behavior support in order to help a student succeed in a magnet school environment.

Magnet Schools and Programs Behavior Continuation Criteria 2023-2024

BEHAVIORAL EXPECTATIONS/CONSEQUENCES

Program students are expected to:

1. *Abide by the Code of Student Conduct and to avoid behaviors which result in discipline referrals*
2. *Cooperate with staff members and to represent the Magnet program in a positive manner at all times*
3. *Maintain acceptable attendance; according to the Code of Student Conduct*

The following outlines the overall continuation expectations and consequences:

Level I: Minor Behaviors

DEFINITION: Behaviors that...

- Do not require administrator involvement
- Do not appear chronic

EXAMPLES (not all inclusive):

- **Physical disruption:** *out of seat without permission, excessive noise, destroying materials, touching others without permission, horseplay, use of electronic devices*
- **Verbal Disruption:** *talking out, tantrums, yelling, making noise, speaking loudly*
- **Minor Verbal Aggression:** *taunting, teasing, making fun of another student, name calling, screaming at peers or teachers, profane language*
- **Non-compliance:** *doing opposite of what was asked, refusal to follow an adult's spoken direction*
- **Tardy:** *Entering the classroom after last tardy bell has sounded*

PROCEDURE:

- Teacher will Inform student of rule violated
- Teacher will Implement classroom strategies
- Teacher will contact parent regarding current incident
- Teacher will assign consequence
- Teacher will document communication and incident

Level II: Major Behaviors
Warning Letter

DEFINITION: Behaviors that...

- Require administrator involvement
- Are chronic Level I behaviors

EXAMPLES (not all inclusive):

- **Repeated and Excessive Level I Behaviors**
- **Continuous Non-Compliance and/or Overt Insubordination:** *refusal to follow directions after Level I discipline procedures have been implemented*
- **Dishonesty:** *cheating, lying, omitting facts or details*

- **Verbal/written Aggression to Peers:** profanity, obscene gesture and picture, threats
- **Physical Aggression:** hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that do or do not result in physical harm
- **Use of or Possession of Tobacco Products**
- **Out of area:** running away from school, severe truancy, skipping/cutting class
- **Tardy:** Parents will be notified on the fifth tardy

PROCEDURE:

- Teacher will Inform student of rule violated
- Teacher will describe expected behavior
- Teacher will contact parent
- Enter discipline referral
- Send student to administrator
- Parent will be contacted and notified of incident
- **Send Magnet School/Program Conduct Warning Letter to parent (s) (to accompany the Discipline Referral)- Must be signed**

Level III: Severe Behaviors
Probation Notification

A student will be placed on behavior probation for repeated or serious misconduct as defined by the Code of Student Conduct. A student will remain on behavior probation for the remainder of the semester in which the probationary status was entered, plus one additional semester. If the student completes a probationary period successfully, the probation will be lifted. The student and parents will be notified, in writing, regarding the terms of the probationary status.

DEFINITION: Behaviors that...

- Require administrator involvement
- Violate school district policies or state policies or laws
- Repeated and Chronic Level II -Major Behaviors

EXAMPLES (not all inclusive):

- **Physical Aggression:** destroying school property, fighting
- **Verbal/ written Aggression to School Staff:** profanity, obscene gestures or pictures, threats
- **Possession of Banned Paraphernalia:** weapon, fireworks, alcoholic beverages, un-prescribed drugs, illegal drugs
- **Illegal or Unauthorized Entry to School Facilities:** after-hour entry of school board property, returning to school during a designated suspension/expulsion period
- **Theft:** personal items, school property, or identities
- **Inappropriate Technology Us:** as defined by the Richmond County Board of Education Code of Student Conduct
- **Inducing General Panic:** the willful making of any threat of false information in order to induce panic
- **Tardy:** reaching the eleventh tardy, as eleven tardies are considered excessive

PROCEDURE:

- Inform student of rule violated
- Send for an administrator to remove student from area
- Enter discipline referral
- Students will be placed on Behavioral Probation
- Parent Conference will take place
- **Signed Behavioral Continuation Probation Letter**

Magnet Schools/Program Continuation Termination
Dismissal Notification

A student who continues to commit Level II and Level III behavior infractions while on probation, will

be subject to his/her dismissal from the program. A disciplinary infraction of a serious nature including battery, drugs, alcohol, weapons, gang-related activity, and felony arrest may result in immediate dismissal from the program.

DEFINITION: Behaviors that...

- Repeated and Chronic Continuation of Level II and Level III Behaviors

Procedure:

- Continuation Termination letter will be sent
- Mandatory Parent Conference will be held
- Student will return to zoned school

****Any infraction that results in a Tribunal Hearing, will be subject to the outcome and recommendations of the hearing.**

Bullying Clause and Policy

DEFINITION: Behaviors that

- Are aggressive or passive aggressive in nature and intend to offend, harm, or embarrass the victim
- Occur **repeatedly overtime**
- Have a realized or perceived imbalance of power or status
- Interfere with the education or educational environment of another

EXAMPLES:

- **Verbal Bullying:** name-calling, threatening, harassing
- **Physical Bullying:** hitting, kicking, punching, spitting, or any other physical contact intended to cause harm
- **Indirect Bullying:** Intimidating someone with physical gestures, spreading false rumors
- **Cyber-Bullying:** name-calling, spreading rumors, harassing via electronic device

PROCEDURE:

- Inform student of the bullying
- Send for an administrator to remove student from area
- Enter discipline referral
- **Implement district policy**

Please sign that you acknowledge adherence to the above Magnet School Continuation Criteria and Consequences.

Parent Signature

Student Signature

Date

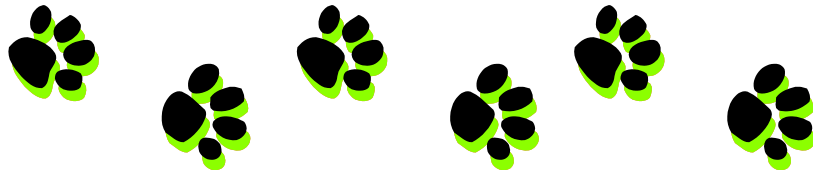
Severe Infractions

The following behaviors are considered SEVERE INFRACTIONS and will result in immediate removal from the classroom, and a parent contact will be made:

- Profane language or gestures directed to the teacher

- Repeated profanity or gestures
- Fighting
- Bullying
- Excessive and repeated classroom disruptions
- Destroying or defacing school property (including graffiti)
- Leaving classroom or grounds without permission
- Defiance or disrespect to staff or students
- Any incidents of stealing
- Throwing objects which cause injury

Repeated offenses or failure to fulfill the stipulations of the C.T. Walker Magnet School contract may result in a recommendation for the student's return to his/her zoned school.



Academics

Grading

Richmond County is on a semester grading period. Parents can expect progress reports between report cards, and weekly signed papers are sent home by all teachers (K-5) every Tuesday at Walker. **Daily homework is not accepted late as it is often discussed in the class the day after the assignment is given.**

Reporting Student Progress

Promotion will be based upon the teacher's evaluation of the student's proficiency in grade level skills in all academic areas. If a student is placed in the next grade, rather than being promoted based on merit, that student must also return to their zoned school. Students in grades K-3 will have grades reported on a scale of 1-4. Students receiving a score of 4 have exceeded the standard, 3 met the standard, 2 are in progress, 1 not yet mastered. For students in grades 4-5, grades, progress will be reported based on test scores, quiz scores, homework, and independent and/or group projects. All students will be graded on the following scale:

A =	90-100	D =	70-74
B =	80-89	F =	69 and below
C =	75-79		

Your child's teacher will work diligently with your child, and you are encouraged to become an active member of the team. The teacher will keep you informed of your child's

progress, and you are encouraged to communicate with the teacher. Through a team effort, your child will be successful in meeting his/her goals.

Continuation at Walker Requirements

The Richmond County magnet school policy requires a student in grades K-3 to have an end of the year average of a 2 or above in ELA and Math and meets expectations in behaviors that support learning in order to continue at Walker. The average must be a 2.0 or higher. In grades 4-5, a student must have a **cumulative average of 75** in all academic classes (language arts, mathematics, science, and social studies) as well as **no final average below 70** in any class. If a student does not meet the academic requirements, he/she must return to their zoned school. A student must also **maintain an 80 average in conduct to stay at CT Walker. If a student is promoted with exception, or has to attend summer school for remediation purposes, that student may have to return to his/her zoned school.**

Multi-Tiered Student Support (MTSS)

MTSS is the practice of providing high-quality instruction and intervention matched to student need, monitoring progress frequently to make decisions about change in instruction or goals and applying child response data to important educational decisions (NASDSE, 2005). This is a three-tiered model where students are assessed using state or district benchmark and streamed into one of three tiers.

Agendas

All students will be provided an agenda with our Title I funding. These agendas are an integral part of our daily program, and students are required to have their agendas at school every day. We will use these to communicate with you, record assignments and monitor student travel in the building as a hall pass system. Should a student lose his/her agenda, please inform your teacher. Replacements will be charged to students at the cost of the agenda.

Homework

Homework is given in all grades. Students are expected to do this work **independently**. Taking the assignment home, completing the work, remembering to bring it back to school the following day (or as directed by the teacher) are all important processes of developing responsibility. Homework is a part of the child's total evaluation. We value our instructional time and want to foster responsibility in our students; therefore, **we will not disturb classrooms for homework left at home. Homework will not be accepted from the fax machine.**

What is homework?

Homework is schoolwork completed outside the regular classroom that is directly related to the course. Homework is assigned at the student's grade level, as directed by the

teacher.

What are the purposes of homework?

- Homework reinforces, enriches, and expands the student's understanding of concepts taught in the course. It also provides opportunities for the student to improve study skills, to assume responsibility, and to follow instructions. Often a natural outcome is parental involvement as a member of the educational team.
- In grades K-2, homework should offer follow-up practice activities with explicit directions given. In grades 3-8, homework should include practice activities, as well as independent study activities and/or projects.

How often should homework be assigned?

- In grades K-8, homework will be assigned consistently Monday through Thursday and at the teacher's discretion on the weekends.

How does homework provide for positive results?

- An opportunity for parents to share in the teaching and learning process of their child.
- Reinforcement of the skills and concepts being learned at school.
- Formation of habits that doing necessary and regular homework is an important part of school life.
- Assurance to the child that his/her parents really care about good progress at school
- Insight for parents in regard to what is happening in their child's classroom.

Make-Up Work

Students are responsible for making arrangements with the teacher for make-up assignments as well as request reassessment. As required by the Code of Conduct, students must arrange for make-up work on their first day back from an absence. For extended illnesses, additional time will be allowed to make up all work missed during excused absences. Any student who is absent due to suspension will be allowed to make up the work within one week after returning to school.

Honor Roll

The academic achievement of students will be recognized each nine weeks and annually as follows: **Awards at C.T. Walker are based on criteria that correspond with C.T. Walker's standing as a magnet school.**

Students in grades K-3 will be recognized at an Honor's Program for growth in Reading and Math, outstanding performance in enrichment areas, citizenship, most improved, and a variety of other recognitions. There will be no Honor Roll for students in grades K-3.

Distinguished Scholar- There shall be no grade lower than a 90 on the report card, including all academic areas and special areas, and a 90 or above in conduct each nine

weeks

Highest Average - These awards are presented to the students with the highest average for the school year in Language Arts, Mathematics, Social Studies, and Science.

Most Improved- PTO annually recognized and awards one student in each homeroom the Most Improved Award.

Eric Smalls Wildcat Pride Award- This award is given annually to the one student in the school who shows the overall most improved as voted on by the faculty and staff.

Citizenship Award- This award is presented to one student in each homeroom class who demonstrates the highest level of citizenship and personal embodiment of Character Words emphasized this school term.

Perfect Presence- This award is presented to students who have no tardies or absences and were present in school all day every day.

Presidential Award (Awarded in Fifth grade Only, as specified by National standards)

Fifth Grade: This award is presented to the student who had a 90 or above average in each subject, including enrichment classes, for the entire fourth grade year and through the end of the first semester of fifth grade. The student must also demonstrate high achievement in reading or math or state tests or nationally normed tests. High achievement is defined as a score in the top 10th percentile at that grade level at C.T. Walker.

This award is given at the principal's discretion based on the criteria developed at the school.

Classroom Presentations

C.T. Walker Traditional Magnet School places a high value on teaching our students good communications and presentation skills. Each student will be **required** to make oral presentations every nine weeks. Students are required to dress professionally (no blue jeans, shirts must be tucked-in, no shorts should be worn, and clothing must be within dress code). If a student is not able to financially handle this request, please see the administration or the teacher at the beginning of the year. Students are not allowed to opt out of presenting.

Textbooks

Textbooks are issued to students at no charge. Students are expected to take reasonable care of textbooks and return the books upon withdrawal or at the end of the school term. Each child is held responsible for his/her textbooks. Students who damage, lose, or deface, through willful intent or neglect, textbooks, library books and/or media materials

must replace these items at replacement costs. Students are encouraged to keep books covered.

Field Trips

During the school year, parents may be asked to give permission for their child to go on a class field trip. A Permission to Participate in Field Trip form will be sent home for the legal guardian's signature before a student will be permitted to go on a field trip. Any student who has not returned the signed permission form will remain at school under the supervision of another classroom teacher.

Field trips are for enrolled C.T. Walker students, not siblings that are younger and/or older. Siblings attending C.T. Walker are not allowed to go on field trips with a brother or sister in another class.

Voluntary out-of-town field trips that utilize a bus service will require complete support of parents. When a trip of this nature is planned, the cost will be the same for all students regardless of the mode of transportation used. Also, if a parent drives, other siblings are not allowed to attend the school sponsored trip. Remember, all field trips are classroom-related activities and are not intended to be family trips. Parents serving as chaperones are expected to provide their full attention to the supervision of students.

Physical Education (P.E.)

All students at C.T. Walker participate in Physical Education as part of their enrichment rotation. All students will need to wear sneaker/tennis style shoes during P.E.

Parent/Teacher Conferences

Teachers are willing and available to meet with parents on a continuing basis throughout the year. Conferences may be initiated by teachers, parents, assistant principal or the principal. **Parents are asked to contact Mrs. Schnorbus, the data clerk to schedule conferences.** Conferences are not to be held during instructional time. All visitors are to sign-in and get a visitor's badge before going to the classrooms at the office. Please sign out and return the badge before leaving the school. **Teachers have collaborative professional learning and planning on Wednesdays and Thursdays.** Conferences will be scheduled on alternate days.

Clinic

C.T. Walker has a nurse available on campus daily. In the event of an emergency during the nurse's absence, students should report to the main office. All medications must be accompanied by the proper authorization form and are stored in a locked cabinet in the clinic. Students with medications in their classrooms or on their person may be subject to disciplinary consequences.

Insurance

The Richmond County Board of Education does not carry insurance for students; however, student insurance is offered to parents on an optional basis. Insurance information will be sent home at the beginning of the school year. Parents are strongly advised to consider coverage for their children.

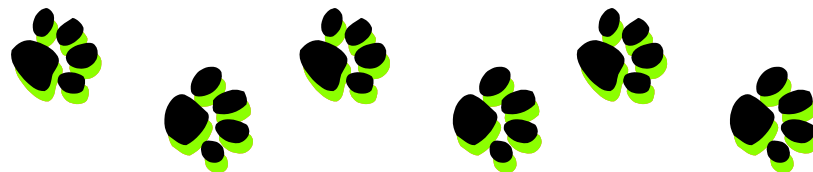
Medications

The policy of the Richmond County Schools is that all medications be administered at home, whenever possible. If medication must be administered at school, specific conditions must be met. A completed medication form must be on file in the school office/clinic. A copy of this form is located on the website under the Health Forms tab. It must include the following:

- Name, address, telephone number
- Name and strength of medication
- Amount of medication to be administered and time to be administered
- Purpose of medication
- Medication must be in the original bottle. The pharmacy will furnish the school a bottle, if requested.
- Physician's anticipation of any side effects
- Instruction for school personnel in case of side effects
- Expiration date
- Parent's signature
- Physician's signature

Note: Medication will not be administered unless the above conditions are met. Any medication brought to school must be given to the appropriate school authority immediately upon arrival.

A student with a temperature over 100 degrees, vomiting, or experiencing diarrhea will not be allowed to stay at school. A parent will be asked to make arrangements to pick that student up as soon as possible. Parents will be notified when students are too ill to remain at school.



Media Center

Our state-of-the-art Media Center is designed to support the school curriculum by enhancing learning and informational skills instruction, and providing technology and instruction aiming for a 21st Century education. Equipped with a TV studio, production rooms and a story telling area, the media center functions as the hub of the school, providing students, staff, and parents with a multitude of materials to support and enrich learning.

The media center follows an Open Schedule concept, allowing all users to come to the media center at the time of need. Teachers may also schedule class times for research, skills instruction, book check, and other activities. Parents are encouraged to contact the media specialist for assistance with school-based software programs or other curriculum needs, allowing every parent the opportunity to fully integrate the home/school learning connection.

Our collection consists of a wide variety of materials. Recent reference book sets are also available, and periodicals are updated monthly. There are many technology resources, as well as a desktop computer lab and a mobile laptop computer lab. Each lab is equipped with a scanner and printer. Each computer is equipped with updated software packages and several internet browsers. Student devices are managed through our media center.



PTO

PTO membership is vital because the support and commitment of active PTO members contributes much to the success of C.T. Walker. We hope you will join and take part - there are many opportunities and ways for you to serve. Your membership, attendance, interest, and personal contributions are valuable components when it comes to the education of all children and especially your child. A family membership is available as well. Please see our PTO representative.

Safety

Accidents

In the event of a serious accident, parents will be notified immediately. For students' security, it is very important that the office have updated phone numbers on file at all times. Every effort will be made to render emergency treatment until parents arrive. However, the school will not be responsible for subsequent treatment.

Fire Drills

State law requires that a fire drill be conducted at least once each month. All drills will be unannounced. At the sound of the alarm bell, students are to leave the classroom/building via designated routes and exits to their class' designated location on the school property. An exit plan is posted in each classroom. Students are to walk

quickly in a single file line, remain calm, quiet, and listen to and comply with the teacher's instructions. Teachers will ensure that all students are familiar with the exit route to be followed in each classroom.

Tornado Drills

Tornado drills will be held at least twice per year. Once a tornado or natural disaster drill has been announced, students are to proceed to the hallway outside the classroom, staying clear of exit doors and glass windows. Each person should crouch on his/her knees with head down facing the wall and hands locked at the back of the neck. Any students that are in the auditorium or outside must proceed indoors to a position in the halls outside the classrooms.

Smoke Free Environment

Staff and all visitors are prohibited from smoking or using tobacco or smokeless tobacco products while on school property during the regular school day or while attending any school sponsored function. This includes parents waiting on students in the carpool lane.



Telephone

The office telephone is for conducting school business. Students will only be permitted to use the telephone for emergency purposes. Parents may call the office and leave a message for teachers to return calls during their planning period, but instruction will not be interrupted unless deemed an emergency.

Transportation

By Private Car:

Morning Arrival: Parents should drop-off children in the front parking lot ONLY. Staff will be on duty to supervise students exiting from cars and monitor traffic. Students who arrive in private vehicles must either report directly to the lunchroom for breakfast or to their designated morning duty class. There will not be any staff on duty in the lunchroom or front hall prior to 7:55 a.m., therefore **do not drop your child off prior to 7:55 a.m.** Please **do not escort your child to class daily.** If you wish to speak with a teacher, please call for a conference or send your child's teacher a note indicating this.

Afternoon Departure: Parents are asked to pick students up in the front parking lot. Please wait in the designated car lanes for your child to be brought to you. **Please post the names of the students that ride with grade on the passenger side of the windshield or hang from the rearview mirror.**

PLEASE do not leave your vehicles unattended in these lanes.

All K-2 walkers and car riders will exit the building at the far left end near the media center, grades 3-5 will exit the middle front doors, and grades 6-8 will exit near the auditorium or right side of the building. We strongly recommend that you car pool or use the buses in the afternoons since traffic is an ongoing challenge for us.

NOTE: For the safety of all students, cell phones should not be used when dropping off or picking up your child.

Do not let your children out on Wrightsboro Rd. or on the side streets. It holds up traffic and is not safe for the children. **If we see that a parent is compromising the safety of a child or is not adhering to the school rules, we will have to turn the situation over to the appropriate authorities.**

By School Bus:

Morning Arrival: Your zoned high school bus will pick-up students at their neighborhood bus stop that will take students to their zoned high school or parents may take students to the high school to ride the shuttle bus. All C.T. Walker students are asked to sit at the front of the bus. Once students arrive at the high school, they will transfer to the magnet shuttle bus that will take them to C.T. Walker. If you arrive by bus you may report to the cafeteria for breakfast or to your morning duty classroom.

Afternoon Departure: Students are to proceed to the designated bus exit at the back of the building when their bus number is called in the gym. Please stay seated quietly so all students may hear their bus number called. No private vehicles or parent pickups are permitted in the bus loading area at any time.

You will receive information concerning what high school and what bus your student will ride at the beginning of the school year, or you may access the information by internet on the RCBOE web site under transportation department links.

By Day Care Vans: Afternoon Departure: Daycares arrive and are dismissed to the daycare area. This is located near the bus loading area.

Before and After School Prime Time: C.T. Walker will participate in the Prime Time Discovery After School Program sponsored by the Family Y. All Prime Time students are to report directly to the Cafeteria after the dismissal bell rings and are to be picked up by 6:00 p.m. You will receive a handout and an application at the beginning of the school year for those interested in this program or you may contact the YMCA directly for more information.

Resources/Clubs/Extracurricular Activities

C.T. Walker has an extensive list of after school activities for students. Most of these organizations are open to students in grades 3 and above. This is to ensure that our younger students have adequate rest time in the evenings. Please consult the CT Walker webpage for a list of clubs and their requirements.



Visitors

Please assist us in keeping your children safe!

*It is **MANDATORY** for all visitors to our school to receive permission and a pass from the main office before going to any area of the school when students are present. Your cooperation with this is appreciated and expected.*

Parents are welcome to visit and encouraged to volunteer. The classroom teacher will invite/schedule volunteers to fit his/her classroom schedule and parents are asked to schedule observations with your child's teacher in advance. Observations are not to interrupt instruction and allowed from the classroom window for 15 minutes or less. ***We ask that parents give the teacher at least 24 hours' notice prior to observing the class so that they communicate if there is a test or other instructional activity that will conflict with the observation.*** Conferences should always be pre-arranged during the teacher's planning time. In order to provide teachers time to plan in grade levels and collaboratively, Tuesdays and Thursdays are designated teacher planning days. No parent conferences will be held on Tuesdays and Thursdays in order to provide instructional planning time for teachers.

No teacher observations can be scheduled when there is standardized testing being conducted in the building.

Volunteers:

Parents and teachers have a tremendous impact on a child's success in school and in life. When parents are involved, students achieve more and they exhibit more positive attitudes and behavior. In addition to volunteering for specific committees, you will be able to sign-up to volunteer in the classrooms with the teachers and other academic support areas. Our active PTO also seeks volunteers each year to help with special events

and activities. All volunteers must complete a volunteer training program provided through Richmond County (includes a background check).