

Vineville Academy Handbook

2015 – 2016



Vineville Academy of the Arts

“A Fine Arts Magnet School”
Bibb County School District

Mrs. Kristy Graham, Principal

2260 Vineville Avenue
Macon, GA 31204
(478) 779-3250

SCHOOL HOURS

7:40 a.m. – 8:30 a.m.	Lower level carpool arrival/drop-off for ALL students
8:30 a.m.	<u>ALL</u> students report to classrooms Lower parking lot/cafeteria doors are locked
8:30 a.m. – 8:45 a.m.	Upper level carpool arrival/drop-off begins Students enter through the front entrance and report to class
8:45 a.m. – 9:00 a.m.	Front doors are locked during morning announcements. Parents are required to park and walk students into the building to sign students in after morning announcements. ALL students arriving during this time are considered tardy and will be documented. (Please refer to tardiness and early dismissal procedures)
3:15 p.m. – 3:45 p.m.	ALL students are dismissed (Walkers, car riders, bus and van riders)
3:45 p.m. – 4:00 p.m.	ANY student not picked up by 4:00 p.m. will be charged a <u>Late fee of \$1.00 per minute</u>

Please remember that **NO STUDENT** will be dismissed during dismissal time between 3:00 p.m. – 3:45 p.m. from the front office. If your student has an early dismissal request, this will need to be done between 2:30 p.m. and 3:00 p.m. After 3:00 p.m. all students will be dismissed via regular carpool dismissal.

Dismissal changes or requests should be made in writing through your student's agenda. For the protection of your student, changes will not be accepted over the phone. Thank you for respecting the importance of classroom attendance and instruction.

Website: www.bcsdk12.net/vineville

What is different about a magnet school?

A magnet school is a school of choice which focuses on a particular area. Vineville Academy of the Arts' focus is the Fine Arts. Students must submit an application in order to attend and are chosen based on a lottery system in order to attend. Vineville Academy of the Arts has academic rigor and high expectations integrated with Fine Arts – students are expected to complete their assignments and show strength of character in order to perform to their academic potential. Parents choosing for their children to attend Vineville Academy of the Arts should want them to receive instruction in Fine Arts.

MAGNET SCHOOL REQUIREMENTS

The following are requirements of students remaining in Vineville Academy of the Arts

- Students must attend three (3) Cultural Arts Events outside of school events. These are cultural events such as theatrical productions, dance recitals, music recitals or museums which encompass the arts. The events must be documented. If you are unsure as to whether an event is a cultural arts event, please call Mrs. Wade-Newberry 478-779-3225. Please see the next page for further instructions.
- Students must complete three (3) Common Core Georgia Performance Standards (CCGPS) Fine Arts Projects a year. The teacher will ensure that students and parents have the necessary information in a timely manner.
- Students must participate, without reservation, in Vineville Academy of the Arts' Fine Arts Programs and Performances.
- Parents must complete 8 volunteer hours during the school year. Several options are as follows: donated time, classroom supplies, baked goods, school needs, etc...
- Students must follow the Vineville Academy of the Arts Behavior Expectation Plan and Vineville Academy of the Arts Dress Code Policy at all times. Failure to comply may result in dismissal from the magnet school program.
- Students must have an outstanding attendance record (tardiness, absences and early dismissals) and be in attendance for class daily. Vineville Academy of the Arts will adhere to the Bibb County School District Student Guidelines for Success.
- Students must maintain academic achievement and progress as well as strength of character at all times while participating in clubs and organizations. (Any infraction may be subject to removal from the club or organization)

Cultural Event Due Dates: October 23rd, January 29th, and April 29th

The purpose of cultural events is to involve students in what our community and the surrounding communities have to offer – to inspire them to seek personal interests, explore the arts, attend museums and discover hidden gifts buried beneath the surface. Students will be required to give a presentation of the events they attend to their class. The presentations provide opportunities for students to develop character qualities, speaking abilities, appreciation for others and self-confidence. **Church and school related activities will not be accepted as cultural events.** Vineville Academy of the Arts focuses on the following four areas:

Theater – is drama staged before an audience which includes 3 essential elements: an actor, a story with a plot and an audience.

Please select from the following:

The Grand Opera House

Macon Little Theater

Theater Macon

Sandlot Players

(Others may be accepted with prior approval from Mrs. Wade-Newberry)

Music – is organized sound used to communicate ideas, express feelings and emotions.

Please select from the following:

The Symphony

Townsend School of Music-Mercer

Concert Productions

(Others may be accepted with prior approval from Mrs. Wade-Newberry)

Dance – is body in motion using 3 essential elements of time, space and shape that tells a story, shows a feeling, portrays a story and is used in all cultures.

Please select from the following:

Performance of the Dance Arts Studio

Performance of the Flag City Dance Troupe

Dance Dynamics Production

Nutcracker

Hiayah Dancers

(Others may be accepted with prior approval from Mrs. Wade-Newberry)

Visual Art – is the production of color, form, movement, design, balance, technique, texture and other elements that affect our senses and/or mood.

Please select from the following:

Art Museum

Art Gallery

(Others may be accepted with prior approval from Mrs. Wade-Newberry)

Each event must include a ticket stub, a signed program (signed by a cast member or someone in charge of the event) and photo taken inside the event (with the cast or cast member if applicable). Be sure to adhere to DUE DATE - late offerings will not be taken.

VINEVILLE ACADEMY OF ARTS: PARENTS

CONFERENCES

It is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Your child's teacher is available for a quality conference with you, at a mutually acceptable time that does not interrupt instructional time. Please remember that unscheduled visits/conferences may not be possible without prior approval or written/expressed request.

The best means of communication with your child's teacher is through e-mail or a note in the student agenda. Please do not call during the school day and expect to speak with the classroom teacher. Academic instruction is a priority for all students. Teachers cannot leave their classrooms for phone calls.

EMERGENCY FORMS

EVERY student is required to have an emergency form kept in the front office. Please keep the forms updated throughout the year with the most accurate and current address, phone numbers and names of individuals who are approved to pick up your child. **ALL VISITORS will need to be prepared to show a current identification card (ID or drivers license) when visiting or picking up a student.** Please note: individuals NOT LISTED on the information/emergency form may not have contact in any form with students. If individuals are not listed, please send a documented signed note of permission.

PAYMENTS

When payments are being made to the school for yearbooks, t-shirts, etc..., payment is **CASH ONLY**.

VISITATION

- Visitors and parents must be appropriately dressed upon entering Vineville Academy of the Arts
- Shoes and shirts must be worn and we ask that gentlemen remove their hats.
- Please **NO CELL PHONE** usage inside of the building.
- Parents may not sit in the classroom with their child unless a request from the principal or teacher has been made. This is a major disruption to class instruction. If a parent wishes to visit the classroom - a time must be arranged with an administrator and the teacher and be **limited to one hour**. Parents assisting/volunteering in classrooms must get permission from the teacher and available date and time the teacher needs assistance.

ALL persons visiting the school at any time, for any reason, must report to the office and receive a VISITOR'S BADGE before entering a classroom or eating lunch with your child. Parents may not eat breakfast with students. The cafeteria is on a strict schedule and does not have the space to accommodate parent breakfast. We ask that you limit your lunch visits to no more than 2 per week. Any visitor reported throughout the building without a VISITOR'S BADGE will be asked to return to the front office. This is not to discourage visitation, but is a safety measure for the protection of the students. After eating lunch with your child, the child must leave with his/her class and the parent is to say good-bye to the child at the top of the stairway in the foyer. Please do not go back to the classroom with the child unless arrangements have been made with the teacher.

MEDICATION

Non-prescription medicine (Advil, Tylenol, Tums, Benadryl, Pediacare, etc...) will not be given by Vineville Academy of the Arts staff without written parent permission. Any over the counter medications must be accompanied with written parent permission, dosage and time. All student medications must arrive to school in an enclosed Ziploc bag/container with the child's name, grade level and teacher's name.

All prescription medication must be turned in to the school nurse or office staff upon arrival to school. Medications will be administered according to the physician's instructions. We reserve the right not to administer certain medications.

Bibb County Board Policy JGCD states that:

1. All prescription medication is to be brought to the office by the parent where it will be administered.
2. All prescription medication must be in the original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.
3. If prescription medication is to be given more than 20 days, the parent shall file with the principal a Medical Authorization form, signed by the parent and the physician.
4. Parents who have children that use inhalers, breathing machines, etc... for asthma or parents who have children that take insulin during the day need to talk with office personnel and the teacher about their individual situations.

When all medication has been administered, the empty container will be returned to the child. The parents will then be responsible for submitting refills to the school office. At the end of the school year, parents are required to come to the school to pick up the unused medication.

APPROPRIATE CONDUCT

Vineville Academy of the Arts asks that parents conduct themselves properly at all times while at school events, performances, PTO meetings, arrival, dismissal or any other school functions being conducted on or off school property. This includes but is not limited to: appropriate dress, language, manners and etiquette during all events held by the school. *Any profanity, verbal abuse, inappropriate comments or conduct will not be tolerated. Parents who behave in such a manner will be asked to leave the premises.* **WE** are the role models for our children.

PHYSICAL EDUCATION

Physical Fitness is promoted at Vineville Academy through Dance/Movement and classroom activities. This works in conjunction with the Fine Arts focus of the school. Your child will also be provided twenty minutes daily of physical activity in addition to our dance program.

VINEVILLE ACADEMY OF THE ARTS: STUDENTS

The amount of time spent in the classroom is a good indicator of ultimate student success. Every time a student is tardy, dismissed early or absent, the student loses an opportunity to learn. Vineville Academy of the Arts expects students to be in school on time every day except when illness, injury or some serious situation beyond their control prevents attendance. Irregular attendance is one of the chief causes of student failure and lack of interest in school. Please see that your child attends school regularly and is punctual. When a child is absent, it could mean that the child will miss important daily instruction, as well as, development of necessary academic skills.

When your child is absent, a written excuse must be presented to the office within **3 school days** of the absence. **Unexcused absences** may be: an absence where documentation is clearly not signed by adult, absences that are not listed under excused absences (see below) or failure to return any kind of documentation. The parent has **3 school days** to correct the situation; otherwise the absence will remain unexcused. Written excuses and doctors' excuses are subject to verification.

Students may be temporarily excused from school in the following circumstances:

- Serious illness or hospitalization
- Doctor/Dentist appointments with signed presented excuse from office
- Serious illness or death in the immediate family which would reasonably necessitate absence from school
- Special and recognized religious holidays observed by the student's faith
- Court order or mandate by order of governmental agencies
- Conditions rendering attendance impossible or hazardous to student health or safety
- Other circumstances for which the parent or guardian makes **prior** arrangements with the building principal for their child to be absent from school, i.e., college visits, serving as a legislative page, etc...

TARDINESS/ABSENCES

A student who is tardy (defined as arriving **after 8:45 a.m.**) must report to the main office for a tardy slip before attending class. **School front doors will remain locked during announcements 8:45 a.m. – 9:00 a.m. A parent is required to accompany the student to the office and sign him/her in for the academic day.**

If a student is consistently late, dismissed early or absent, the parent(s) may be contacted by the school office or school counselor. Habitual tardiness and absences may be turned over to the proper personnel at the Office of School Social Workers. A student with **three (3) unexcused absences** results in the BCSD notifying the student's parent(s) or guardian explaining the penalties and consequences of additional absences. K – 8 students with **ten (10) unexcused absences** per school year will not be promoted to the next grade level.

Students who demonstrate a **pattern of unexcused absences, early dismissals and tardiness** will be referred to the Office of Student Support Services for appropriate intervention that may include a charge of truancy being filed. Excessive absences will result in removal from the Vineville Academy of the Arts magnet school program.

The Official Code of Georgia Annotated (O.C.G.A.) statute section 20-2-690.1 entitled Compulsory School Attendance Law, mandates under the penalty of criminal punishment, that all children ages 6 through their 16th birthday attend school daily.

EARLY DISMISSAL

Parents are encouraged to schedule dental and doctor appointments before or after school hours. However, if a student must leave during the school day, parents must check him/her out in the office. **Children who leave before 12:00 noon and do not return to school are marked absent for the day.** The student will be called from the classroom when the parent arrives to sign them out at the office. Please do not call the office and ask to have your student waiting for you in the office. Students may not be checked out after 3:00 p.m. unless a note is written to the office explaining why the child needs to leave. This should happen very **rarely** and not be used as an excuse to avoid the dismissal carpool pick-up line. **Early dismissal and tardiness will effect Superintendent's and Principal's' Perfect Attendance Awards.**

Front doors will be locked from **3:00 p.m. – 3:45 p.m.** **ALL** students will need to be picked up in the lower level carpool dismissal by **3:45 p.m.** After **3:45 p.m.** **ALL** students will be sent to the school office foyer where fees will be applied at **\$1.00 per minute beginning at 4:00 p.m.** Please remember you are encouraged to enroll your child in after school programs or make other arrangements if your schedule will not allow you to pick your child up by **3:45 p.m.** **After three (3) late pick-ups and/or failure to adhere to the After School Program policies and fees the parent will receive a warning about possible loss of magnet slot. On the sixth (6) late pick-up and/or failure to adhere to the After School Program policies and fees your child will need to return to his/her home school where bus transportation is provided. This policy will be enforced.**

CLASSROOM PLACEMENT

The school principal and leadership team will decide classroom placement of all students after carefully considering various criteria. At any point throughout the year, students **will not** be moved from one classroom to another classroom unless the principal deems it necessary. Please remember, once a student is withdrawn from Vineville Academy of the Arts, he/she cannot reapply until the following year.

UNIFORM POLICY

The uniform policy will be strictly enforced. If the child comes to school out of uniform the parent will be notified and the student will receive a Vineville Academy Dress Code Violation. It is the parents' responsibility to make sure his/her child follows the Vineville Academy Dress Code before coming to school each day. **Failure to do so on a repeated basis may result in removal from the magnet school program.** Please refer to the Vineville Academy Dress Code. Mrs. Carra Floyd, Counselor, is here to assist you with any extenuating circumstances.

HONORS AND AWARDS

Our philosophy at Vineville Academy of the Arts is that ALL students are expected to perform to the best of their academic performance and achievement. The rewards from that should be intrinsic. At the end of the academic school year students will attend Honor's Day for outstanding academic and Fine Arts achievements. Honors will be awarded in the following areas:

- Superintendent's Perfect Attendance Award (**NO** absences, **NO** tardiness, **NO** early dismissals)
- Principal's Perfect Attendance Award (**NO** absences, Fewer than a total of **3** tardiness/early dismissals)
- ALL A Honor Roll (All A's on the totality of the report card)
- A – B Honor Roll (No more than 2 B's on the final grades)
- Fine Arts Awards
- Accelerated Reader Awards (Grade level and school wide awards)
- Academic Teams and Club Recognition Awards
- Visionary Award (Fifth Grade Award)
- Paulette Winters Award (One male, One female – Fifth Grade Awards)

VINEVILLE ACADEMY: TRANSPORTATION

DO NOT PARK ON THE YELLOW CURBS UPSTAIRS OR DOWNSTAIRS. PLEASE PARK IN A DESIGNATED SPOT WHEN ATTENDING THE SCHOOL.

Arrival: Students are to be dropped off at the lower level doors no earlier than 7:40 a.m. Please pull through the drive slowly – student safety patrols will assist in unloading cars. Do not drop students off in the parking area unattended. This is to ensure the safety and protection of ALL students. If you need to come into the building, you must park your car in a designated parking place. Cars that are parked inappropriately (alongside yellow curbs, double parked, on van lines or in handicapped designated spots without proper identification) will be ticketed by campus police.

Dismissal: If your child is a car rider you must wait in the line downstairs in order to pick up your child. You will be issued 2 car pool identification tags at the beginning of the year. A child will not be released without the carpool identification tag and proper identification (ID card or driver's license) of person listed on student emergency form. Do not park in the pickup zone, block cars, leave your car running to enter the building, or park illegally. **Car riders will not be dismissed from their classrooms until 3:15 p.m.** All students will need to be picked up downstairs.

Students should be picked up promptly at the designated area in the lower parking lot. Parents are to wait in their cars. Please talk to your child about being quiet during dismissal and listening for their carpool number/name to be called so that dismissal will run quickly and efficiently. Please ensure that your child learns his/her carpool number.

It is important that parents/drivers are patient, polite, show courtesy and respect to teachers and their directions. Adults, who lose their temper, use obscene language or gestures, speed through the pickup area, or park illegally will be issued a ticket and fined by the Bibb County Campus Police Department. **Car pickup will be safe and calm. School rules will be followed and enforced – no exceptions. Failure to do so may result in your permanent suspension from the campus.**

TRANSPORTATION CHANGES

For the protection of your child, any change to the dismissal of your child **must have a dated written permission note with signed notification in the student agenda.**

The school cannot accept the responsibility for changes in a student's transportation or after-school plans. Please notify the office **IN WRITING** of any transportation changes. Should an emergency arise, the parent or guardian is to call the school or fax the information to 478-779-3228. This should be a rare occurrence. Children should be prepared to know how they are getting home and who will be picking them up before leaving for school in the mornings.

Parents will need to send a written note if:

- **There is a change in After School Program attendance or pick-up procedure**
- **There is a change in person(s) picking up students**
- **There is a change in mode of transportation**

IMPORTANT REMINDERS:

- ❖ **Be patient in the car line and have your number posted so that teachers can read the number. Whoever is picking up your child must have a printed official carpool number posted in the car. Students should know their number and report immediately when the number is called.**
- ❖ **ALL PARENTS/VISITORS REPORT TO THE OFFICE BEFORE GOING INTO THE BUILDING. YOU MUST RECEIVE A VISITOR'S BADGE (Must be visible at ALL TIMES).**
- ❖ **If you DO NOT have your student's carpool number, you may pick your student up in the front office at 3:45 p.m. Always be prepared to show a valid picture ID upon entering the building or picking up a child at any time. NO students will be dismissed from the office 3:00 p.m. – 3:45 p.m.**
- ❖ **Please do not walk your child to class. (Classroom interruptions are limited-Instruction is valued)**
- ❖ **Emergency Forms: Changes of address, phone number, and people authorized to pick up students must be corrected and authorized only by the person who originally signed the form.**
- ❖ **When your child is absent, a written excuse must be presented to the office. Unexcused absences may be: an absence where documentation is clearly not signed by adult, absences that are not listed under excused absences or failure to return appropriate documentation. The parent has 3 days to correct the situation; otherwise the absence will remain unexcused. Over seven (7) unexcused absences will result in a Social Services referral.**
- ❖ **No outside restaurant or fast food can be brought into the school for lunch. If you are eating with your child you and your child must eat the food provided by the lunchroom or a sack lunch brought from home. No soft drinks allowed in the lunchroom or school.**
- ❖ **Birthday parties, pizza parties, party bags, balloons, gifts etc... are not allowed. If you would like to bring cookies or cupcakes for the class, please make prior arrangements with the classroom teacher. Holiday parties, end – of – year celebration and classroom celebration notifications will be sent home with your child in the signed paper folder.**

Title I Agenda Summary

Vineville Academy is a Bibb County School District Title I school. The Title I Program is the largest federally funded program in education. The purpose of these funds is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education. As a Bibb County School District Title I school, services are provided to help all students; however, particular focus is on the school's most at-risk students. Title I funds allocated to our school are used to fund additional personnel, professional learning for staff, parental involvement, materials, and resources to enhance instruction in core content areas of reading, math, science, and social studies.

At **Vineville Academy**, we continuously monitor student achievement and set high expectations for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we develop a partnership to assist all students to achieve. Your involvement in the development and review of our school's Parental Involvement Plan, School-Parent Compact, and School Improvement Plan is important.

As a parent of a child at **Vineville Academy**, you have the right to ask about the qualifications of your child's teachers or paraprofessionals who provide services to your child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- If you have any questions about your child's assignment to a teacher or paraprofessional, please contact **Marilyn Newberry or Debra Griffith** at Vineville Academy.
- mwade-newberry.vineacad@bibb.k12.ga.us and dgriffith.vineacad@bibb.k12.ga.us

Vineville Academy faculty and staff encourage you to be an active part in your child's education. Make plans to conference with the teachers, attend parent workshop meetings and be involved in class programs. Vineville Academy has a keen focus on attaining high academic achievement and success for all students and staff, maintaining effective and efficient operation success and maintaining stakeholder satisfaction and support. Our success is dependent on the shared responsibility of faculty, students, parents, community and our quest for excellence in academic achievement integrated with Fine Arts.

INFRACTIONS FOR DISMISSAL

The following repeated infractions may result in immediate dismissal from the magnet school program:

Students:

- Bullying
- Fighting
- Stealing
- Cheating
- Cursing/Inappropriate language or gestures
- Vandalism of school property (Building, furniture, school equipment, outdoor areas...)
- Repeated misbehavior and disruption of instruction
- Repeated failure to do homework, classwork, projects, cultural events or assignments
- Sexual advances or harassment (This includes writing of improper notes or talking to friends about someone in a degrading manner)
- Repeated failure to follow the Vineville Academy of the Arts Dress Code
- Repeatedly refusing to comply with school Policies and Directives
- Disrespectful comments or yelling at an authority figure
- Having excessive absences, tardiness or early dismissals
- Failure to meet project goals, cultural events and portfolio requirements
- Other infractions considered serious by the Principal and/or Magnet School Coordinator

Parents:

- Disrespectful comments, using inappropriate language or repeated disruptions with staff members, other parents, students or adults in the building or parking areas
- Threatening students or school personnel
- Entering or remaining on the school property in a disruptive and disorderly manner
- Failure to have students at required performances on time and in proper attire
- Parents and family members behaving inappropriately at school events and functions (inappropriate comments, making disruptive noises, arriving late, leaving early, talking during performances, shouting out, younger siblings being disruptive, getting up and down, cell phone usage, etc...)
- Inciting other parents by gossiping about school mandates, policies and procedures, students, parents or school personnel and causing friction
- Failure to follow rules regarding school arrival and dismissal procedures
- Failure to have students at school and on time (unless it is absolutely necessary for the students to be absent or tardy)
- Failure to attend conferences requested by the school. (Conferences may need to be rescheduled but should not have to be rescheduled more than 2 times)
- Failure to comply with discipline set forth by teacher or Administration
- Other infractions considered serious by the Principal and/or Magnet School Coordinator

Acknowledgement of Receipt of Vineville Academy Student Handbook

The undersigned hereby acknowledges receipt of a copy of the Vineville Academy of the Arts Handbook. We have received, read (www.bcsdk12.net/vineville), and discussed these requirements with our child and we agree to fully abide by the same.

We understand that additional information affecting students is posted on the Bibb County School District and Vineville Academy of the Arts websites and that it is our responsibility to review and abide by that information. We understand the options available to us if we do not have internet access at our homes. Copies of the Vineville Academy of the Arts Handbook are available upon request.

We understand that student misconduct is the behavior and actions which interfere with the maintenance of good order and discipline in school, on the school bus, or at school sponsored activities and which negatively impacts the morale and good conduct of the student and his/her classmates. The school Principal, Assistant Principal and/or Magnet School Coordinator has the ultimate authority when a determination is necessary regarding a consequence or possible dismissal from the magnet school program.

We have been provided with information regarding possible consequences and penalties for failure to comply with the behavior expectations and compulsory attendance law at Vineville Academy of the Arts.

Signature of Parent

Date

Signature of Student

Date

Teacher

Grade