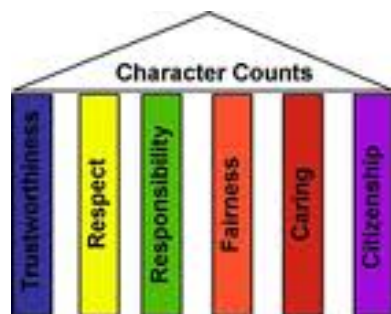




Trustworthiness • Caring • Respect • Responsibility • Fairness • Citizenship

- School Rules and Consequences  
2016-2017



**NEELY TRADITIONAL ACADEMY  
SCHOOL RULES AND CONSEQUENCES – 2016-2017**

Rules are in place to ensure that all students are safe and secure and feel happy and content to be at school. Students can only learn if they feel good about themselves and feel emotionally and physically safe at school.

**CONSEQUENCES FOR BREAKING SCHOOL RULES COULD BE:**

- A. Reprimand and Redirection (Student told to stop inappropriate behavior and/or to begin appropriate behavior)
- B. Time out (Either in the classroom, another classroom, sit out at recess, or in the school office.)
- C. Missed Recess
- D. Referral to the Principal
- E. Office Detention(s)
- F. Referral to the Social Worker
- G. Referral to a Behavior Team
- H. Formal Discipline Plan
- I. In School Suspension
- J. Out of School Suspension
- K. Referral to a GPS Hearing Officer

**District Policy and guidelines will be followed at all times.**

**MISCONDUCT - DISTRICT ELEMENTARY CATEGORIES:**

<b>CHEATING</b>	<b>LYING</b>
<b>DRESS CODE VIOLATION</b>	<b>THEFT</b>
<b>BULLYING</b>	<b>HARRASSMENT</b>
<b>DANGEROUS ACTS</b>	<b>FIGHTING</b>
<b>VANDALISM</b>	<b>PHYSICAL ASSAULT</b>
<b>DEFIANCE OF AUTHORITY</b>	<b>INAPPROPRIATE LANGUAGE</b>

## **SCHOOLWIDE RULES:**

### **1. GENERAL SCHOOL RULES:**

- **Students must follow their teachers' directions and classroom rules.**
- Students must be respectful and follow the directions of the teachers, aides, or volunteers on duty at any time in school.
- Students must treat each other kindly and show concern for all other students' wellbeing and feelings.
- Students must do nothing that will interfere with their own learning or other students' learning.
- Students must always ask permission to use the bathroom and use them quickly and appropriately and return to the classroom, cafeteria, or playground, immediately.
- Running is only allowed on the grass areas. Do not run on the cement sidewalks or in the cafeteria.
- At lunchtime walk from the cafeteria through the gate between 5<sup>th</sup> and 2<sup>nd</sup> Grade Classroom buildings to the playground.
- Play on the appropriate grade level playground. (Map attached)
- Any form of fighting, including play fighting, rough play or wrestling is not allowed at any time.

### **2. ALL PLAYGROUND EQUIPMENT MUST BE USED IN A SAFE AND APPROPRIATE MANNER:**

- Do not push or grab another student on any equipment.
- Do not walk, run or climb **up** the slides.
- Go down the slides one at a time sitting with feet in front.
- Do not play tag or chase games on the playground equipment.
- Do not jump off high equipment.
- Two hands must be used on the pull up parallel bars. While on the bars do not turn, pull or grab legs, or any other dangerous movements.
- Do not run or play behind, around, under, or between the swings.
- Only one person is allowed on the swings at a time and he/she must be seated properly. Pushing and jumping off or twisting on swings is not allowed.

### **3. ALL GAMES (SOCCER, FOOTBALL, BASEBALL, TETHERBALL, BASKETBALL, FOUR SQUARE) MUST BE PLAYED ACCORDING TO THE RULES OF THE GAME:**

- No tackle games of any kind are permitted.
- Only students playing the game are allowed to be in the middle of the field or court, if a game is being played.
- Everyone will play safely, taking care to make sure that no one is hurt or has hurt feelings.
- No using hands, elbows, or upper body to push, grab, or move other players. No kicking other students (only the ball in soccer).
- Teams must be organized without fighting, bullying, bribing, or causing hurt feelings.
- Everyone who wants to should be allowed to play.
- If someone falls, everyone must stop play until it is clear that no one is hurt seriously, and/or the duty aide is called.
- If the duty aide blows the whistle, everyone must stop play.
- If someone is called by the aides to sit out, there will be no arguments.
- When someone has been called to sit out more than three times, they will not play for a month.
- If someone is hurt badly and needs to go to the nurse, and/or the aide is called because of problems more than three times during a recess, the aide will stop the game.
- If someone is hurt badly due to reasons other than an unavoidable accident, or if there is repeated problems with breaking the rules and arguing or fighting, the principal will stop the game for a month, or until the end of the school year.

### **4. DRESSCODE:**

Neely Traditional follows the same dress code as the GPS District, as set out in the Board Policy and Parent Handbook. If the dress code is violated the school staff will attempt to rectify the problem, (e.g. provide a shirt if available), but if not possible a parent will be called.

## **5. BULLYING AND HARASSMENT:**

**Bullying:** The act of systemically and chronically inflicting physical harm and/or psychological distress on others (to include, but not limited to, fear, anxiety, psychological and emotional harm).

**Harassment:** Mistreatment of another student based upon, but not limited to, race, national origin, gender, religion, disability, or how a student looks. It may include verbal or physical threats, slurs, and acts of physical aggression, intimidation, discrimination, or making false accusations.

**There is zero tolerance for bullying and harassment in the GPS District. If bullying or harassment is reported, after investigation by the teacher, a referral to the principal is made. Parents are called to a meeting, if there is sufficient evidence that the report is accurate.**

- If a student believes they are being bullied or harassed they must report it to their classroom teacher immediately.
- If a student is embarrassed to report the incident or incidents they may notify another adult at the school and/or complete a Bullying Slip (which can include harassment) and place in a designated box on the teacher's desk.
- The classroom teacher will look into the matter and notify the principal.

**NOTE:** sometimes one isolated mean act to another student is falsely called Bullying or Harassment. But, if a student feels they are bullied or harassed the teacher(s) will investigate and find out what is happening.

## **6. TOYS, ELECTRONIC DEVICES AND CELL PHONES:**

No toys, or electronic devices such as games or iPods, are allowed at school. If a student needs a cell phone for the end of the day, it must remain in their backpack all day. If a phone is used inappropriately or rings, it will be confiscated. At this time, a parent will need to come to retrieve the phone and sign a document, giving the student one more chance to appropriately handle the phone in school. If another incident occurs, the phone will not be allowed in school again.

**NEELY TRADITIONAL ACADEMY**  
 2016-2017  
 STUDENT BEHAVIOR EXPECTATIONS  
 SUMMARY

CHARACTER TRAIT	IN THE CLASSROOM	IN THE CAFETERIA	ON THE PLAYGROUND
<i>RESPECT</i>	FOLLOW ALL YOUR TEACHERS' INSTRUCTIONS	FOLLOW MR. GIFT'S & MS. THERESA'S RULES	FOLLOW RULES & RESPECT OTHERS' FEELINGS & SPACE
<i>RESPONSIBILITY</i>	COMPLETE ALL WORK DO YOUR VERY BEST	EAT YOUR LUNCH & STAY IN YOUR SEAT	FOLLOW THE PLAYGROUND RULES
<i>CARING</i>	CARE ABOUT YOUR TEACHER, YOUR PEERS AND THE QUALITY OF YOUR WORK.	USE KIND WORDS WITH EVERYONE	USE KIND WORDS. DO NOT HURT ANYONE.
<i>TRUSTWORTHINESS</i>	TELL THE TRUTH & DO YOUR OWN WORK	BE HONEST ABOUT YOUR BEHAVIOR	BE TRUSTED TO BE A GOOD FRIEND
<i>FAIRNESS</i>	RAISE YOUR HAND AND WAIT YOUR TURN TO SPEAK	TAKE YOUR TURN. WAIT PATIENTLY FOR HELP	MAKE THE RIGHT CHOICE TO NOT BULLY OR EXCLUDE STUDENTS
<i>CITIZENSHIP</i>	KEEP YOUR AREA CLEAN AND TIDY	CLEAN UP AFTER YOURSELF	DO NOT THROW TRASH. PICK UP WHAT YOU FIND.

ON THE BUS	IN THE BATHROOM
TALK QUIETLY AND STAY SEATED IN YOUR SEAT	DO NOT PLAY OR MAKE A MESS AND CLEAN UP AFTER YOURSELF

**NEELY TRADITIONAL ACADEMY  
BEHAVIOR MATRIX  
2016-2017**

<b><u>LOCATION</u></b>	<b><u>BE SAFE</u></b>	<b><u>BE RESPECTFUL</u></b>	<b><u>BE RESPONSIBLE</u></b>
<b>COURTYARDS</b>	<ul style="list-style-type: none"> <li>• WALK AT ALL TIMES</li> <li>• STAY ON PAVED AREAS</li> <li>• KEEP HANDS &amp; FEET TO YOURSELF</li> </ul>	<ul style="list-style-type: none"> <li>• TALK IN QUIET VOICES</li> <li>• USE KIND WORDS</li> </ul>	<ul style="list-style-type: none"> <li>• FOLLOW ADULT DIRECTIONS</li> <li>• GO <b><u>DIRECTLY</u></b> TO YOUR DESTINATION</li> </ul>
<b>BATHROOMS</b>	<ul style="list-style-type: none"> <li>• WALK. WHILE GOING TO AND IN THE BATHROOM</li> <li>• IF AT RECESS, TELL DUTY TEACHER</li> <li>• WASH HANDS</li> </ul>	<ul style="list-style-type: none"> <li>• ATTEND TO YOUR OWN BUSINESS</li> <li>• QUIET VOICES ONLY</li> </ul>	<ul style="list-style-type: none"> <li>• LEAVE NO TRACE</li> <li>• LEAVE AS QUICKLY AS POSSIBLE &amp; RETURN <b><u>DIRECTLY</u></b> TO CLASS OR PLAYGROUND.</li> </ul>
<b>LUNCHROOM</b>	<ul style="list-style-type: none"> <li>• WALK AT ALL TIMES</li> <li>• KEEP HANDS AND FEET TO YOURSELF</li> <li>• IF PARENT COMES TO LUNCH, ONLY 2 FRIENDS CAN JOIN.</li> <li>• STAY SEATED.</li> </ul>	<ul style="list-style-type: none"> <li>• QUIET VOICES ONLY</li> <li>• WAIT YOUR TURN</li> <li>• ATTEND TO YOUR OWN FOOD ONLY</li> </ul>	<ul style="list-style-type: none"> <li>• LEAVE NO TRACE</li> <li>• FOLLOW ADULT DIRECTIONS</li> <li>• WHEN DISMISSED, GO <b><u>DIRECTLY</u></b> TO PLAYGROUND</li> </ul>
<b>RECESS/ PLAYGROUND</b>	<ul style="list-style-type: none"> <li>• KEEP HANDS, FEET, &amp; OBJECTS TO YOURSELF</li> <li>• USE EQUIPMENT APPROPRIATELY</li> </ul>	<ul style="list-style-type: none"> <li>• SHARE EQUIPMENT</li> <li>• INCLUDE OTHERS</li> <li>• BE KIND TO EVERYONE</li> </ul>	<ul style="list-style-type: none"> <li>• FOLLOW PLAYGROUND RULES</li> <li>• FOLLOW ADULT DIRECTIONS</li> <li>• LINE UP QUICKLY AND IMMEDIATELY WHEN THE WHISTLE BLOWS.</li> </ul>
<b>ARRIVAL</b>	<ul style="list-style-type: none"> <li>• WALK IMMEDIATELY AND <b><u>DIRECTLY</u></b> TO THE PLAYGROUND</li> <li>• STAY ON THE PLAYGROUND UNTIL THE BELL RINGS.</li> <li>• FOLLOW NORMAL RECESS RULES</li> </ul>	<ul style="list-style-type: none"> <li>• ONLY TOUCH WHAT BELONGS TO YOU</li> <li>• STAY ON YOUR GRADE LEVEL AREA</li> </ul>	<ul style="list-style-type: none"> <li>• FOLLOW PLAYGROUND RULES</li> <li>• FOLLOW ADULT DIRECTIONS</li> <li>• LINE UP QUICKLY AND IMMEDIATELY WHEN THE WHISTLE BLOWS.</li> </ul>
<b>DISMISSAL</b>	<ul style="list-style-type: none"> <li>• WALK IMMEDIATELY AND DIRECTLY TO YOUR ASSIGNED PICK UP AREA</li> <li>• AT THE BUS &amp; DRIVE THRU AREAS STAY SEATED IN THE DESIGNATED AREA.</li> </ul>	<ul style="list-style-type: none"> <li>• TALK IN <b><u>QUIET</u></b> VOICES ONLY.</li> <li>• LISTEN FOR YOUR NAME/BUS # OR WATCH FOR PARENT</li> </ul>	<ul style="list-style-type: none"> <li>• MAKE SURE YOU HAVE EVERYTHING YOU NEED</li> <li>• LEAVE NO TRACE - KEEP EVERYTHING IN YOUR BACKPACK AND LOOK AROUND TO MAKE SURE YOU HAVE NOT DROPPED</li> </ul>

**NEELY TRADITIONAL ACADEMY – TRAFFIC POLICY – 2016-2017**

Parents have three alternatives for student transportation. To ease traffic congestion on campus we strongly urge that your students take the bus, but if that is not possible and you must drive, you can either drive through our drive through area on Neely, or park your car and walk your student through the North gate at drop off or walk to pick your 2<sup>nd</sup>-6<sup>th</sup> student(s) up from a teacher at the East Courtyard on campus at dismissal. At dismissal **Kindergarten and 1<sup>st</sup> Grade** parents may park, enter the school through the East Parking Lot south gate, and pick up students in their classrooms. **(There is no parent parking allowed in the East Parking Lot due to the fire lane restrictions.)**

**For safety and the smooth flow of traffic, please adhere to the following policy while traveling to Neely to drop off or pick up your students:**

**I. DRIVE THRU: Southwest Access Gate (on Neely Street) for Drive Through Drop Off or Pick Up:**

- a. **All cars should have a sign with the students' last name in large full caps on the passenger dash. This should remain all year to speed traffic flow.**
- b. Parents must drive south down Neely St. to the end of the street, U turn at the end, and drop off or pick up students along the curb west of the school play yard.
- c. Traffic must drive at no more than 15 mph when on Neely St. adjacent to Neely campus.
- d. Traffic must not enter the yellow turn lane in the middle of Neely St; this is for buses only.
- e. Cars must move up to the south end of Neely St. by the railway tracks, or be immediately behind the car in front before stopping, unless directed to do otherwise, or if foot traffic is crossing in front.
- f. Traffic must U turn at the end of Neely St. and proceed to the South Access Gate along the curb.
- g. **Traffic must not U turn until the end of Neely St.**
- h. Students may exit from cars along the east curb of Neely St. and proceed to the South Access Gate.
- i. Parents must **not** get out of their car.
- j. All students must exit and enter cars only on the passenger side of the car and move immediately to the curb if exiting.
- k. Cars must move forward as soon as students have exited or entered, unless directed otherwise or if foot traffic is crossing in front.
- l. Cars must look for and yield to buses entering or exiting the Bus Parking Lot.
- m. **Only cars in the drive through line may pick up students at this gate. Please do not park on Neely and walk to the gate to effectively jump the drive through line.**

**II. PARK AND WALK: Parking On Campus:**

- a. The only parking for parents on the Neely Campus is the North Parking Lot.
- b. **The North Parking Lot is not for drive through, and parents must park for student drop off and at dismissal.**
- c. At dismissal parents of 2<sup>nd</sup> – 6<sup>th</sup> students enter through the North East Gate and walk to the covered E. Courtyard.
- d. **Students will not be allowed to leave the courtyard sunshade area and exit the North Gate at dismissal unless accompanied by a parent. FOR SAFETY REASONS, PARENTS MUST WALK TO THE SHADE AREA TO GET THEIR STUDENTS.**
- e. **The East Parking Lot is not available for parent parking**, since there is no room. The Fire Department has complained of the space needed (the whole middle of the lot) for Fire Lane restrictions.
- f. **Parents and students on foot or in cars are not allowed in the Bus parking lot, per District Safety Policy.**
- g. At dismissal parents of K & 1<sup>st</sup> students will enter through the East Staff Parking Lot to the new Southeast Gate. Older siblings should be directed to meet parents by their K or 1<sup>st</sup> Classrooms for pickup.

**III. PARK AND WALK: Parking Off Campus:**

- a. Please park legally. Do not park in the Apartments Parking Lot east of Neely.
- b. Do not park on either side of Neely Street, south of the Neely Southwest Access Gate.
- c. All students must be picked up on campus if not taking the bus, unless they live in the walking distance neighborhood. **(Students cannot walk without a parent from campus to a parked car off campus, or from a parked car to campus.)**
- d. Parents and students walking from the street should enter the North Parking Lot just west or east of the yellow criss-cross zone where crosswalks are marked, or along the curb directly adjacent to the Cafeteria and Office Building.
- e. **Please note, do not park across the street from any school and walk with children across the street to the school, unless in a crosswalk.**

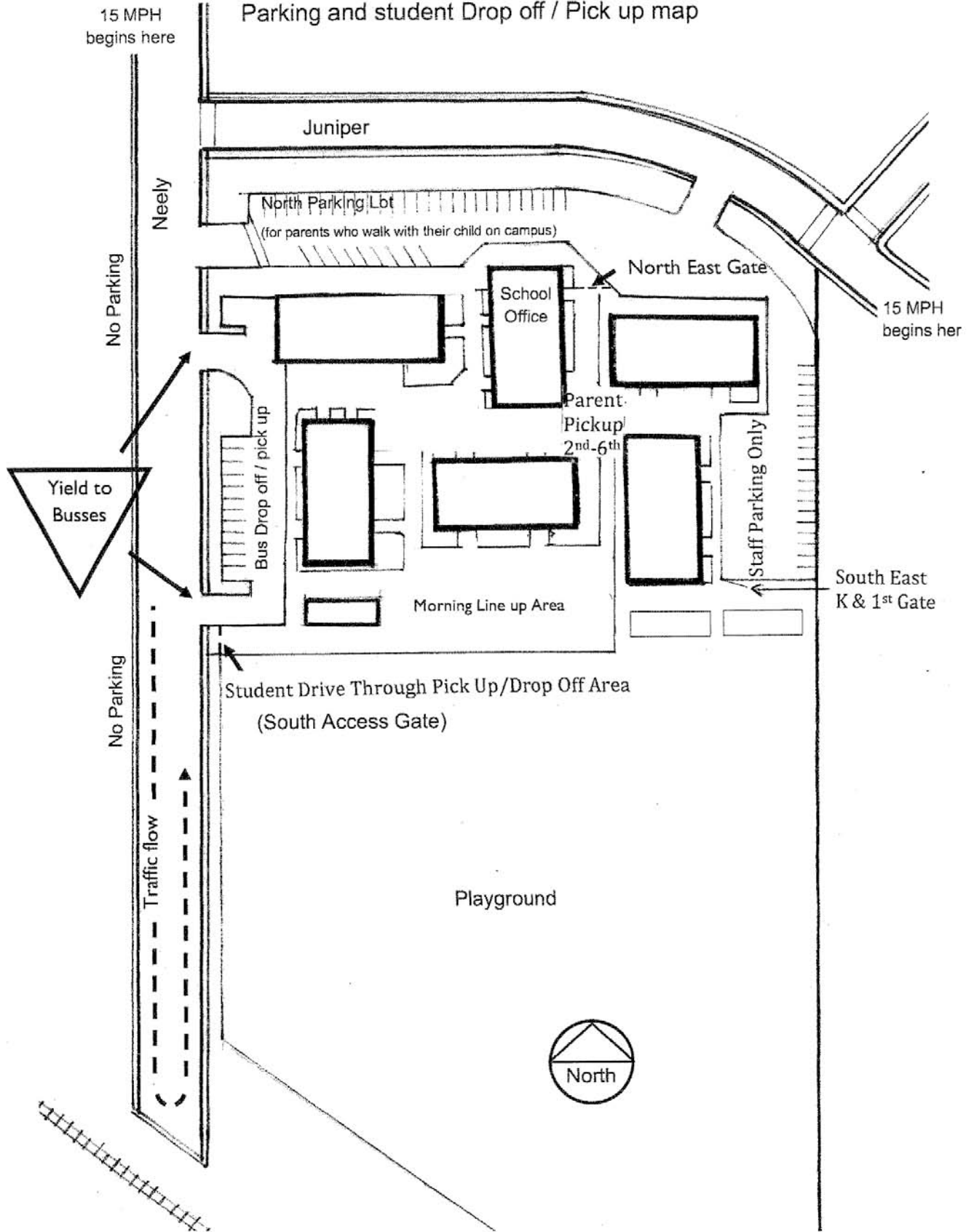
**IV. Walking Students:**

- a. Students who are allowed to walk home will leave through the office area and walk across the crosswalks in the North Parking Lot.



# Neely Traditional Academy

## Parking and student Drop off / Pick up map





## **NEELY TRADITIONAL ACADEMY 2016-2017 Parent/Student Handbook Signature Document**

Thank you for taking time to read through the Neely Parent/Student Handbook. The parent/guardian and student must sign this agreement, which will be kept on file in the school office.

Click here for the [Parent/Student Signature Document](#)