

*Wauka Mountain  
Multiple  
Intelligences  
Academy*

A Hall County Magnet School

Student Handbook

Pam Doig,  
Principal

Dear Wauka Mountain Families,

Welcome to Wauka Mountain Multiple Intelligences Academy! We are excited that you and your family choose to be a part of the North Hall team. We will continue with our school improvement goals to strengthen the following areas for all students:

- Character
- Competency
- Rigor

Wauka Mountain Academy will always strive to be the “Most Caring Place on Earth!” This will be encouraged through our service to our community and our efforts to model good character. In classrooms, we will work to give children opportunities to think creatively and with meaning. We are also fortunate to be able to provide our students with classes that are tailored to their academic strengths and personal interests.

Throughout each month, families will receive The Wauka Weekly, student communication folders, and electronic messages in order to keep you informed of important dates, events, and ways you can be involved in your child’s education.

This handbook will give you valuable information about Wauka Mountain Multiple Intelligences Academy. Please read and discuss our school policies and procedures so that you are well informed. I encourage you to place this handbook in a convenient location so that you may refer to it throughout the school year. During Covid-19, please refer to the Hall County school District’s Reconnect Hall link. Our school will follow the guidelines for safety, students, staff, and instruction from that document.

I wish each of you the best for this school year. Thank you in advance for your high level of involvement and commitment to Wauka Mountain Academy. Please feel free to contact me at (770) 983-3221 if I can be of service to you or your family.

Sincerely,

Pamela A. Doig,  
Principal

## After School Programs

The YMCA after school program is from 2:30 p.m. until 6:00 p.m. You must complete a registration form at the YMCA Office in order for your child to go to the After School Program. There is a 72 hour wait from the time the application is submitted until students may stay in the program. Please call the YMCA or Wauka Mountain office for more information.

## Agendas

Students in 2<sup>nd</sup>-5<sup>th</sup> grades will use daily student agendas for homework assignments and as a communication tool. Parents should sign agendas each night. Students will be provided an agenda on the first day of school. Replacement agendas are \$5.

## Arrival

Our staff members are incredibly busy each morning preparing for the arrival of our students and for their daily instruction. In addition, a morning routine for the classroom helps to establish independence for our students. For these reasons, and due to Covid-19 restrictions, family members may not walk students to the classroom or into the building. If you need to speak to the teacher, please email her/him for an appointment or call the school where you may leave a message. Teachers will not be available for parent conferences prior to school in the mornings unless previously arranged. At the current time, zoom parent conferences or conference calls are encouraged. Thank you for your understanding.

## Attendance

The school hours are 7:45 a.m. until 2:20 p.m. Morning announcements begin at 7:45 a.m. and instruction will begin immediately afterwards.

The importance of punctual and regular attendance for every student cannot be overemphasized. A good attendance record has direct effect on grades.

**Excused absences** are issued for the following reasons:

- Personal illness
- A death or serious illness/injury in the immediate family
- Religious holidays observed by your faith
- Absences mandated by order of governmental agencies
- Conditions which render school attendance impossible or hazardous to health and safety.

For each absence, a written note explaining the absence must be brought to school on the following day. Please do not call the school with this information.

Additionally, it is important to know when to keep your child home from school. Sending your ill child to school spreads germs and illnesses to other students. Keep your child at home if he/she is too sick to be comfortable at school or if he/she might spread a contagious disease to other children. As a rule of thumb, a child should stay home if there is:

- A fever of over 100.4 for 24 hours without the aid of a fever reducer such as Advil or Tylenol
- Vomiting more than once
- Diarrhea
- A very frequent cough
- Persistent pain (ear, stomach, etc.)
- A widespread rash

### Student Birthdays

**BIRTHDAY PARTY INVITATIONS MAY NOT BE HANDED OUT AT SCHOOL and birthday parties and cake/treats/goody bags will not be permitted during school hours.**

### Bus Conduct

The following bus policy is in effect, per Hall County Board of Education:

Bus drivers have complete charge of students riding the bus and will report misbehavior to the principal. The principal or assistant principal is responsible for disciplining students for bus misbehavior. To help maintain safety on the bus, bus drivers have the authority to assign a special seat on the bus to any student(s). For the safety of all students who ride the bus, students are expected to obey the following rules:

1. Students must use only the bus and the bus stop assigned to them.
2. Students may not enter or leave the bus at any place except the student's regular bus stop or school unless the student has a note from home that has been approved by the principal or assistant principal.
3. Students must stay in their seat while the bus is in motion. Students may not reserve seats.
4. Students must keep the center aisle of the bus clear at all times. Items such as book bags must not block the center aisle.
5. Students must obey all bus safety rules and the directions of the bus driver.
6. Students are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.
7. Students are not allowed to consume food or drink on the bus.

8. Students must not litter the inside of the bus, throw anything out of the window, or cause damage to the bus.
9. Students must obey all rules listed in the “Behavior Code” section of this handbook while riding a school bus.

In addition to the rules listed above, Georgia Law prohibits students from committing any of the following acts while riding a school bus:

10. Acts of physical violence.
11. Bullying.
12. Physical assault or battery of persons on the bus.
13. Verbal assault of persons on the bus.
14. Disrespectful conduct toward the bus driver or other persons on the bus.
15. Unruly behavior.
16. Using any electronic devices during the operation of a bus, including, but not limited to, cell phones, pagers, audible radios, tape or compact discs players without headphones, or any other electronic device in a manner that might interfere with bus communications equipment or the driver’s operation of the bus.
17. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver’s operation of the bus.

The general progressive discipline plan that may be followed in dealing with bus misbehavior is as follows:

First Offense: A documented warning from the driver. The principal may suspend the student from the bus, based on the severity of the offense.

Second Offense: Bus Suspension for 5 days.

Third Offense: Bus suspension for 10 days.

Fourth Offense: Bus Suspension for 20 days.

Fifth Offense: Bus suspension for 60 days.

Sixth Offense: Bus suspension for 180 days.

If a school bus is brought back to school due to a student’s behavior, the student will be suspended from the bus for twenty (20) days.

Un-served suspension will carry over to the next school year.

Fighting on a school bus is among the most serious offenses committed by students. Students who fight endanger themselves and everyone riding the bus by causing the bus driver’s attention to be diverted. Fighting on a school bus may result in immediate suspension from the bus and/or from school with no prior warning or prior disciplinary action being taken.

Video/audio recorders may be placed on school buses for the purpose of aiding supervision. Video/audio recordings may be used as evidence that misbehavior has taken place.

All students riding a bus during Covid-19 will be expected to wear a facial covering and will be expected to sit with family members from the same household.

### Car Riders/Arrival-Dismissal

Bell Schedule:

#### Morning

7:10 a.m.-7:44 a.m. - Student arrival time

7:10 a.m. Students may report to classrooms from the buses and car line

7:45 a.m. Tardy Bell/Announcements begin (students arriving in car line or in the office after the bell will receive a tardy slip in the office/Checkmate.)

#### Afternoon

2:15 p.m. -2:20 p.m. – Afternoon Announcements will be made over the intercom once all buses have arrived.

2:20 p.m. Afternoon Dismissal

Parents who provide transportation for their children will enter and exit using the car rider driveway entrance. Cars should never enter the bus driveway during loading and unloading of buses **nor should children be “dropped off” at any area near the school other than the car rider driveway.** Each family will be issued a dismissal/car rider number for their student(s). Please display this number when picking up your child. Students may be picked up by other adults, only with a note from their parent. Additional car display tags may be purchased at a nominal fee in the office. **In the event of a change in custody, or other potential safety situation, it is the responsibility of the parent to visit the office to request a new dismissal/car rider number.**

Students may begin arrival to school at 7:10 a.m. in the car rider line. In order to make our car rider drop-off more efficient in the mornings, we ask that you have your student(s) ready with book bag, lunch box, or other school items before the car door is opened. Please train your student to open the car door on the passenger side once your car has come to a stop. Parents should remain in the car at all times and make every attempt to reduce the distance between cars while in the line. Each child will have his/her temperature taken while exiting his/her vehicle, to the greatest extent possible.

The tardy bell rings each day at 7:45 a.m. Students will be marked as tardy if they have not entered the building by 7:45 a.m. The gates are closed to the car rider line each day at 7:45a.m. Please make plans to arrive at school in the car

rider line to give your student(s) enough time to enter the building by 7:45a.m.  
**Important: Students still in the car rider line or in the parking lot at 7:45 a.m. will be marked as tardy to school.**

If parents would like for their student to eat breakfast at school, please make plans to have the student at Wauka Mountain Academy no later than 7:30 a.m.

Our car rider line is located by the gym (off of Dinnan Drive). For the safety of all of our students, please do not drop students off in other parking lots before school without office approval. After 7:45 a.m., students should be walked to the main entrance of the building with a parent. Parents are asked to ring the buzzer by the door to contact the office.

It shall be unlawful for any person to stop, stand, or park any vehicle in a parking place for persons with disabilities unless there is displayed on the driver's side of the dashboard or hung from the rearview mirror of the parked vehicle a valid unexpired parking permit for persons with disabilities or unless there is attached to the vehicle a specially designated license plate for disabled veterans or other disabled persons authorized under Code Section 40-2-74 or 40-2-74.1.

**Student check-out after 2:00 p.m. is strongly discouraged. During Covid-19, all students that need to be checked-out will do so using the buzzer by the front door to call the office.**

Students not picked-up by 2:45PM in the car rider line will be taken to the office to wait for their parents.

For the safety of students and staff, please arrange for any physical transfer of student(s), for custody arrangements between parents/designee(s), to occur off campus/school property.

### *Changes in Transportation*

Student safety is of the utmost importance to our faculty and staff. We realize parents sometimes need to change a child's transportation. In order to make a change, parents must send a note to the teacher explaining what change is to be made. For example, if a child normally is picked up by the parent in a car but needs to ride the bus that day, the parent must send a note. Please understand that without a note the school cannot necessarily take the word of the student because children sometimes get confused. It would be dangerous to send a child home to an empty house. In the event that the school is unsure about a child's transportation, the child will be kept at school and the parents will be called as soon as possible.

- ✓ **ALL STUDENTS MUST HAVE A WRITTEN NOTE SIGNED BY THE PARENT/GUARDIAN FOR A CHANGE OF TRANSPORTATION WITH AFTERNOON DISMISSAL.**
- ✓ **PHONE CALLS, EMAILS, and FAXES FOR TRANSPORTATION CHANGES WILL NOT BE ACCEPTED EXCEPT IN AN EMERGENCY.** AS ALWAYS, THE SAFETY OF YOUR CHILDREN IS OUR HIGHEST PRIORITY. THANK YOU FOR SUPPORTING OUR HIGH STANDARDS.
- ✓ **Authorities/local agencies may be contacted in the event that a student is left at school after dismissal with no communicated plans for parent pick up from school.**

### *Change of Address or Telephone Number*

For emergency purposes, we MUST have updated information on each student. Please notify the school in writing of any changes of address or telephone numbers.

### *Clinic Information*

We maintain a clinic staffed by a certified nurse. If a child has an accident, the parents will be contacted. In the event emergency care is needed and we are unable to contact the parents, the child will be taken to a local emergency room provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities, and parents assume financial responsibility. We maintain a clinic form on each child designating the location for emergency treatment. Please be certain that your child's form is on file and is updated with correct information.

In the event that your child becomes ill at school, parents will be notified and expected to pick the child up promptly. Students with fever should not be at school. Parents will be asked to pick students up if they have a fever, vomiting, diarrhea, or head lice. Students will not be permitted to attend school with a contagious health condition.

### *Disruption of Public School*

It is unlawful for any person to disrupt or interfere with the operation of a public school. Also, Georgia Law prohibits the upbraiding, insulting, or abusing of any public school teacher or public school bus driver upon the premises of any public school in the presence and hearing of a student. Violation of this law is a misdemeanor (O.C.G.A., 20-2-1181, 1976, 1989).

### *Dress Code*

All students are encouraged to dress appropriately, suitable to weather conditions, and in good taste. The wearing of short shorts and tops that expose



the middle area are not considered appropriate dress for school. Shirts, clothing, facial coverings, etc. that advertise political agendas/opinions, alcohol, drugs, or tobacco, as well as any clothing that might stimulate negative behaviors may not be worn to school. If a student comes to school in clothing which is not considered appropriate by the school staff/district, the student will be asked to call a parent to bring something more acceptable to wear at school. Per the HCSD, approved facial coverings must be worn by all students, staff, and approved visitors during Covid-19. Please see the HCSD for more information about Covid-19 procedures.

### Emergency Forms

At the beginning of the year, parents must complete an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to contact the parents. Parents must notify the school if this information changes during the year. It is also important that we have your email address as emergency notices are sent this way along with weekly newsletters.

### Food Allergies

Parents that indicated on our annual school health forms that their student(s) had a food allergy will need to provide written permission for their child to participate in our culinary classes. For safety, students with food allergies that do not have written permission for culinary will be assigned to alternate classes for Specialty.

### Food Service (Elementary School)

#### *Breakfast*

<i>Student – Full Priced Breakfast</i>	<i>\$1.10 Per Day</i>	<i>\$5.50 Per Week</i>
<i>Student – Reduced Price Breakfast</i>	<i>\$0.30 Per Day</i>	<i>\$1.50 Per Week</i>

#### *Lunch*

<i>Student - Full Priced Lunch</i>	<i>\$1.95 Per Day</i>	<i>\$9.75 Per Week</i>
<i>Student - Reduced Price Lunch</i>	<i>\$0.40 Per Day</i>	<i>\$2.00 Per Week</i>

Breakfast: Breakfast is served daily until 7:45 a.m.

Lunch: The school serves a nutritious lunch every day.

For your convenience we suggest paying monthly or weekly, in advance. It is highly encouraged that families prepay online at [www.mealpayplus.com](http://www.mealpayplus.com).

There is a \$10.00 charge limit for cafeteria accounts. Wauka Mountain Academy accounts with a balance greater than \$10.00 will be subject to the Hall County School System plan for collections.

For safety, canned and glass/plastic bottled drinks sealed under pressure are not allowed in the cafeteria; however, a student may bring an additional non-carbonated drink in a thermos.

Unfortunately during Covid-19, parents and visitors may not have lunch with students.

### *Governing Board/School Advisory Council*

The Governing Board/School Advisory Council is made up of the administration, two faculty members, two parents, and two business leaders. The Board meets four times a year and each meeting is open to the public. The meeting dates, times and location will be advertised in the weekly newsletter throughout the school year.

The Governing Board/School Advisory Council will provide assistance to the principal in bringing about cooperation and coordination of resources for students. The Board shares decision-making with school administration and brings about citizen interest in educational affairs, involves citizens in making decisions confronting their schools, and develops a better understanding among school, home and staff which will ultimately result in the improvement of education.

### *Inclement Weather*

The decision to close schools due to inclement weather and other unforeseen circumstances is made by the superintendent and will be posted on the district website at [www.hallco.org](http://www.hallco.org). The Hall County Messenger system will contact you via telephone if school is cancelled. Additionally, parents may listen to local radio station AM 550, and watch area television stations for school closing information. **Please do not call the school for this information.**

If it becomes necessary to close school after a school day has begun, the notice of closing will be sent through the Messenger system and will be broadcast over local radio stations. Transportation arrangements made in the beginning of the school year on the inclement weather form will be followed. After School Program children will be sent home as designated on the form if there is not an After School Program on these days.

### *Lost and Found*

We strongly suggest that you tag or write your child's name in clothing. Due to Covid-19, Wauka will not keep a lost and found. For safety, all items without a student's name will be discarded.

### *Medication*

Should it be necessary for students to have medication for any duration of time, it will be vital for the parent to complete a form giving the school permission to administer the medication. Medication will only be given if the medicine is in its original container, and a medication form has been completed by the parent/doctor. Medication must be brought to school and picked up from the school BY THE PARENT OR GUARDIAN.

### *Parking on Campus*

Parents must utilize designated parking places while visiting the campus. Parents should never drop children off at any location other than the car rider line. Additionally, parents may not utilize the small parking lot behind the cafeteria – that is used for service trucks and staff parking. When parking in the main parking lot, only park in designated places and not along the curb.

### *Personal Items*

Students should not bring any personal toys, novelties, pets, or equipment to school unless given prior permission by a school staff member. Students shall not possess, handle, or transmit, while on school property or on a school bus, any dangerous weapon or instrument. Knives and toy guns of any sort are prohibited. Cell phones or other electronic devices are not to be turned on or taken from book bags while on campus without teacher approval. Rolling book bags are not permitted unless there is a valid medical reason, documented by medical personnel.

### *PTO*

You may find more information about PTO by linking to their page from the school website or by following them on Facebook.

### *Student Conduct & Learning Environment*

We are proud of our students and feel that we have a school-wide behavior management plan that has proven to be a positive approach to problem-solving in our school. We view every child and adult as a citizen of the Wauka Mountain Multiple Intelligences Academy Community. We believe:

- Every child has the right to learn in a safe and orderly environment.

- That it is important to seek to develop in each child, respect for himself and others that will promote intellectual, physical, emotional and social growth.
- That it is important to produce self-disciplined, productive students who accept responsibility for their actions and for their learning.
- That our priority is to create a positive environment for learning and for developing good citizenship.

In order to maintain a positive learning environment, we must have students who are well-behaved and stay on task throughout the school day. Wauka Mountain staff and administrators shall not tolerate disrespect to adults or students, physical contact with the intent to hurt, defiance of authority, stealing or damaging property, drugs, alcohol, or any substance abuse on campus or at a school-sponsored event.

Continuous disruptive behavior throughout the school day will not be allowed. Consequences for disruptive behavior or poor choices may result in:

- Verbal reprimand
- Loss of privileges
- Parent/Teacher Conferences
- Counseling
- Parent/Teacher/Administrator Conference
- Time-out within or outside of the classroom
- After School Detention
- Saturday School
- In-School Suspension
- Out-of-School Suspension
- Placement at the alternative campus for elementary-age students
- Expulsion from School

We need you, as a parent, to support your child and the right of all students to learn, by cooperating with the staff and administrators if you should be notified regarding your child's behavior.

Additionally, please make sure that your child comes to school prepared for the day with all supplies, homework, and any signed notes. A good night's sleep and a healthy breakfast at home or at school is a must in order for your child to perform well during the day. Please remember to send lunch money and a healthy snack with your child. When a child comes prepared, it makes his/her day run smoothly. Before your child leaves for school, **make sure he/she understands how they will be returning home in the afternoon** – the child does not need to worry about this all day. Be clear on this with your child each morning and ensure that your child's teacher knows these plans in writing.

We must work together as a team in order for your child to have a safe and productive environment in which to learn. We always appreciate our parents who set the example for their children by following the rules and guidelines of Wauka Mountain Multiple Intelligences Academy. It is by your example that your child learns to respect authority, rules, and the value of a good education. We look forward to working with you and your child this year. Having you as a member of your child's educational team is vital to his/her success in school.

### *School Insurance*

School insurance is available to all students. Applications will be available at the beginning of the year on the Hall County School District's website and should be returned promptly to the company if coverage is desired. We encourage all parents to consider this inexpensive insurance. The school may not be considered responsible for covering expenses for costs incurred for injuries resulting from a school accident or injury.

### *Tardiness and Check-out*

When circumstances delay arrival at school, be sure to check in at the office and complete a tardy form so that your child may be admitted to class. This will help us keep your attendance records in good order. Your child must be accompanied by an adult to the office when tardy.

The school hours are 7:45 a.m. until 2:20 p.m. Students are marked tardy if they enter the building after 7:45a.m. Children will not be released from school at any unscheduled time without the parent's/designee's signature. A parent wishing to check out his or her child early from school may do so by using the buzzer located outside the office. This will connect you to our secretaries inside the building. Children are only released from the office or the Wellness room, as assigned.

### **We ask that students not be checked out after 2:00 p.m. each day as we are preparing for dismissal.**

Good and punctual attendance is essential for school success. We encourage you to work with your child to make sure that they are at school and on time each day. Parents of students that have accumulated absences and tardies will be notified in writing on a periodic basis. Please let us know if your records show a discrepancy from our notifications. We will be happy to meet with you to discuss any concerns or answer any questions that you may have.

Parents may be asked to meet with the school counselor/school administration to create a plan of action for excessive student tardiness or absences from school.

Students that attend Wauka Mountain Academy on Magnet Status or by Out of District Status may have their status revoked due to excessive tardiness/absences, lack of academic progress, and/or parental support of the school.

### *Textbooks and Library Books*

The school district provides textbooks for all students at no cost. Every student is obligated to give the books the best of care. They are to be used and not abused. Textbooks and library books must be paid for if lost or damaged. Grades may be held for those students who fail to pay for a lost or damaged textbook and/or library book.

### *Transportation*

You can help us with transportation by sending notes to school with your child when your child's transportation varies from their normal routine. If your child is to be a car rider for one day only, please send a note to his/her teacher that morning. If your child needs to ride a different bus, please send a note on the date that it is to occur. A written note, with the parent's signature, will assist us better in making certain that your child is safe in making a routine change in the school day.

If your child is a bus rider, we strongly encourage that you have your child ride the bus to and from school on the first day. Please remind your child that riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied by suspension from the bus. Students should always treat bus drivers with respect and follow the driver's instructions at all times.

If your child should not return from school on the school bus, please contact the office immediately at (770)983-3221. If for some reason, you cannot reach the school, call the transportation office at (770)287-0942. Our office is staffed until all buses complete their routes and so you should be able to reach someone at the school.

Student safety is of the utmost importance to our faculty and staff. We realize parents sometimes need to change a child's transportation. In order to make a change, parents must send a note to the teacher explaining what change is to be made. For example, if a child normally is picked up by the parent in a car but needs to ride the bus that day, the parent must send a note. Please understand that without a note the school cannot necessarily take the word of the student because children sometimes get confused. It would be dangerous to send a child home to an empty house. In the event that the school is unsure about a child's transportation, the child will be kept at school and the parents will be called as soon as possible.

- ✓ **ALL STUDENTS MUST HAVE A WRITTEN NOTE SIGNED BY THE PARENT/GUARDIAN FOR A CHANGE OF TRANSPORTATION WITH AFTERNOON DISMISSAL.**
- ✓ **PHONE CALLS, EMAILS, and FAXES FOR TRANSPORTATION CHANGES WILL NOT BE ACCEPTED EXCEPT IN AN EMERGENCY.** AS ALWAYS, THE SAFETY OF YOUR CHILDREN IS OUR HIGHEST PRIORITY. THANK YOU FOR SUPPORTING OUR HIGH STANDARDS.
- ✓ **Authorities/local agencies may be contacted in the event that a student is left at school after dismissal with no communicated plans for parent pick up from school.**

### Visitor Sign-in

All visitors, will check in with our Check Mate system and may have their drivers licenses scanned into the RAPTOR system prior to be given an identification pass that must be worn at all times while on school property. Upon completion of the visit, the visitor must return to the office and sign out. It is the responsibility of all staff members of our school to challenge persons who are on school property during school hours without proper identification. During Covid-19, visits to the school are discouraged, and conferences must be made by appointment with the child's teacher.

Please note: If you do not properly check-in at the front office, you may be in violation of Georgia State Law.

### Wauka Mountain Manners

Our school-wide manners encourage our students to demonstrate good citizenship. Our manners are:

- We are responsible for our own actions
- We move safely and silently around the school; our hallways are silent.
- We play sensibly and safely with no bullying or fighting.
- We speak politely.
- We keep our school clean.
- We respect the property that belongs to ourselves, other people, and the school.
- We are safe and quiet on the school bus.
- We use good manners in the cafeteria.

## **Curriculum and Instruction**

### Faculty Qualifications

In compliance with the requirements of the Elementary and Secondary Education Act of 1965 as amended through P.L. 114-95, enacted December 10,

2015, Wauka Mountain Academy would like to inform you may request information about the professional qualifications of your student's teacher(s) and paraprofessionals. The following information may be

- Whether the student's teacher has met the State qualification and licensing criteria for the grade levels and subject in which the teacher provides instruction;
- Whether the student's teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Whether the student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by the paraprofessionals and, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and paraprofessional's qualifications, please contact the Principal or Assistant Principal at (770)983-3221.

### Field Trips

At this time, there will be no field trips. Once the district allows them the following procedures will be in place:

A field trip is a planned educational experience directly related to and correlated with a particular unit of study or specialized function of the school. We feel there is a definite place for the educational experience in the instructional program at The Wauka Mountain Multiple Intelligences Academy. The principal will approve only those trips which can be shown to have a direct and meaningful relationship to the curriculum. Often parents are asked to help chaperone. **All chaperones must complete the Compliance Director regarding the reporting of Child Abuse prior to going on a field trip.** Parents need to be prepared to car pool on field trips as they are not allowed to ride on the bus. Siblings that are not in the same grade and who are not attending Wauka Mountain may not attend field trips. If a parent wants their child to ride home with them from the field trip, they must check the student out of school with the teacher from the field trip venue.

### Gifted Education

The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, the teaching strategies, and the expectations of student mastery are appropriately modified. Referrals of students for consideration for the gifted program may be made by classroom teachers, special area teachers, counselors, administrators, parents or guardians, student peers, or by the student. A student will automatically be referred for consideration if he/she scores at, or



above, the 95<sup>th</sup> percentile (Grades K-2) and 90<sup>th</sup> percentile (Grades 3-8) in Total Reading or Total Math on a nationally normed achievement test if the score is within two calendar years. The identification process includes evaluation in ability, achievement, creativity and motivation. For more information about the gifted program, please call the school.

### *Instructional Technology Policy*

Students at The Wauka Mountain Multiple Intelligences Academy have access to many instructional technology tools such as computers, video, audio, and the Internet. Access is a privilege. Parents and teachers share the role of guiding students toward responsible use of these tools. Students' use of instructional technology tools must support mastery of the curriculum. Each student is required by the Hall County Board of Education to sign an Acceptable Use Agreement at the beginning of each school year. The Agreement outlines all expectations for the acceptable use of technology and the terms of the Agreement must be followed in their entirety. Students violating the terms of the AUA will have their rights to use technology revoked and be subject to disciplinary action.

Upon teacher approval, students may bring their own devices to school to use for instructional purposes. The school bears no liability or responsibility for these devices if damaged or stolen.

### *Monday Folders*

Monday Folders will be sent home every week. These folders will contain important papers and weekly work. Each child will be given one folder. If the folder is lost, you may purchase another one for \$1.00. Please make a habit of checking these weekly folders.

### *Parent/Teacher Communication*

It is essential for parents and teachers to work cooperatively. This is for the good of your child, and all of the children of the school.

The teacher will be happy to have a zoom conference with you about your child at your request, but you will need a mutually arranged appointment. Parents may write the child's teacher requesting a conference or may call the school and leave a message for the teacher to call and schedule an appointment.

Each teacher will schedule at least one formal zoom conference with parents each year.

Communication between home and school is extremely important in providing the best education for our children. Every teacher has an e-mail address, and we encourage you to use this tool in regular communication with your child's teacher. The email address is the teacher's first name.last name and then @hallco.org (Example: [pam.doig@hallco.org](mailto:pam.doig@hallco.org))

The teacher will send home a weekly online newsletter, outlining the standards being taught the next week in addition to classroom and school news. The principal will send a newsletter approximately each week via the Messenger system. This is called Wauka Weekly.

### *Kinesthetic Information (Physical Education)*

Students must dress appropriately for all kinesthetic classes. Comfortable clothing and, most importantly, tennis shoes, are required. Dress shoes, sandals and boots are not acceptable for kinesthetic class. A student who has a written excuse from a parent or a doctor to miss classes that involved kinesthetic activities should still attend the class and learn through observation. We are teaching the children the benefits of exercise, why it is important to exercise, how to stay healthy, and to enjoy physical recreation.

## **Records**

### *Asbestos Notice*

The Hall County School System AHERA Management Plan is available for public inspection upon request at the School System Board of Education Facilities Department. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR, part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

1. Location, amounts and types of asbestos contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the Hall County Board of Education
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public notification procedures

Anyone interested in reviewing this plan should contact the Facilities Department at (770) 534-1291.

### *Entrance Requirements*

#### *Birth Certificate*

All students entering school for the first time should present an official copy of their birth certificate at the time of registration. Children must be five years old on or before September 1<sup>st</sup> to enroll in the Kindergarten program. Students must be six years old on or before September 1<sup>st</sup> to participate in first grade.

#### *Social Security Card*

Each student is required to have a copy of his/her social security card on file in the office.

### *Immunization Certificates*

Before official enrollment, all students enrolling in a Georgia school must have on file an official Georgia Department of Human Resource Certificate of Immunization. These certificates may be secured from local physicians or the County Health Department.

### *Hearing, Vision, Dental, and Nutrition Certificate*

All students entering school for the first time must present a certificate of ear, eye, dental, and nutrition examination by the Health Department, a physician and/or a dentist licensed by the State of Georgia.

### *Proof of Residency*

School officials require the parent or guardian to provide two proofs of residency in the district and attendance zone at the time a student is initially enrolled in a school.

### *Media Release*

The Wauka Mountain Multiple Intelligences Academy may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year. These presentations/events are those developed by Wauka Mountain students, staff, Hall County personnel and/or commercial enterprises. These may include but are not limited to:

- Photographs of students and activities
- Slide, audiotape, or videotape presentations
- Videotapes of students and their educational activities
- Computer generated productions transmitted via telecommunications

These media-based presentations may be used for:

- Faculty in-services
- Parent programs
- Staff development programs
- Media festivals
- Public relations
- Newspaper articles
- Televised presentations
- Web pages

Please Note: Professional media presentations may require additional release.

**A parental objection should be submitted in writing to the front office upon review of this policy.**

### *School Colors*

The school colors for Wauka Mountain Academy are red and black.

### *School Mascot*

The school mascot at Wauka Mountain Academy is the cougar.

### *Student Records*

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include:

- The right to inspect and review educational records of their child.
- The right to challenge the content of those records.
- The right to control the release of the educational records of their child.
- The right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law.
- The right to be informed of the rights just listed.

To obtain a copy of Hall County's policies on their compliance with the law, or to request the opportunity to inspect and review your child's records, contact the school.

### *Student Report Cards*

Kindergarten through fifth grade students will be issued report cards that measure progress each nine weeks. Additionally, students will maintain a portfolio of their work that will be shared with parents at scheduled conferences. All monies, financial obligations, textbooks, library books, school pictures, and lunch charges must be accounted for before report cards may be released. Kindergarten, First, and Second grade will be assessed using a Standards-Based report card. Third, Fourth, and Fifth grade will receive a numerically-based report card.

### *Transfers and Withdrawals*

#### *Student Transfers*

Copies of a student's educational record may be transferred to officials of another school system in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Hall County Public School System, a need for additional notice of the transfer of student records, the records transfer to the enrolling school or school system will occur without further notice.

#### *Withdrawal Procedures*

Please notify the teacher at least one week before your child is to withdraw, if at all possible. A "Record of Pupil Withdrawal" form will be sent home on the last day of attendance and should be given to the new school upon enrollment.

Upon receiving a “Release of Records” form from the transferring school, the student records will be mailed to the new school.

Please remember to return all textbooks, library books and pay all outstanding charges including, but not limited to, lunch charges or charges for school pictures, library books or textbooks.

“It’s not how smart you are; it’s how  
you are smart!”  
-Howard Gardner