

WOODALL GNETS PROGRAM

PARENT and STUDENT HANDBOOK

2017-2018



Mission Statement

To create a climate of cooperation and socio-emotional competence through explicit modeling of behaviors and expectations for students and staff

Vision Statement

A Community of Lifelong Learners, Responsible Citizens, and Champions of Success

Motto

High 5 in the Air

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Muscogee County School District Vision & Mission Statement

Our mission is to inspire and equip all students to achieve unlimited potential.

The MCSD is a beacon of educational excellence where all are known, valued, and inspired.

GENERAL INFORMATION

Program Description

GNETS (Georgia Network for Education and Therapeutic Support)

Woodall GNETS Program is a therapeutic, special education k-12 school which provides comprehensive educational and affective treatment for students. Woodall GNETS Program consists of a center-based facility as well as outpost classes located in one middle school and two high schools in Muscogee County. Students in the center-based program have demonstrated the need for the most intensive, structured and supportive school environment available. Students in the outpost component consistently exhibit greater independence and self-reliance.

While our student population is extremely varied, most students have experienced significant difficulties in many areas of their lives. Our students exhibit emotional, behavioral, academic and social problems. As a result, our programming is highly individualized and holistic in nature. Treatment decisions are made considering the student's past experiences, interactional styles, and behavioral patterns. Staff continually reassesses student needs, capabilities, and progress as they work with students.

The therapeutic approach at Woodall GNETS Program is based on building trusting interpersonal relationships between students and staff, as well as amongst staff. In addition, most of our students have very limited resources for coping with the stress of daily life. Our belief at Woodall GNETS Program is that the stressful events and crises in our students' lives are opportunities for staff to help students gain new skills and improve their self-esteem and insight. To assist students in evaluating their own progress and improving their self-awareness, Woodall GNETS Program has developed a levels system, which is used for students in grades K - 12. As a student makes progress, the level of external control is gradually reduced and students are given increased opportunities to develop internal controls. Woodall GNETS Program has also recently adopted PBIS, the Positive Behavior Intervention and Support program. PBIS is a general term that refers to the application of positive interventions and system changes to achieve socially important behavior change. It is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors.

The staff at Woodall GNETS Program is composed of teachers certified in Behavior Disorders who are currently highly qualified or working towards becoming "highly qualified" in core academic subjects, learning assistance, LCSW, contracted LSCW, contracted mental health professionals, and contracted BCBD. The staff work together as a team to provide services to students. Our multi-disciplinary therapeutic team is committed to the belief that opportunities to bring about therapeutic change occur in the classroom and throughout the school milieu.

ATTENDANCE AREA

Muscogee County School Board policy states that students attending a Muscogee School must legally reside in Muscogee County. Legal residence is established as follows:

The student resides with one or both natural parents or with a third party who has been assigned guardianship by the courts. A student may also be assigned to a foster home in the school attendance area by the Muscogee Family and Children's Services when granted custody by the courts.

The attendance area established by Georgia Network for Education and Therapeutic Support (GNETS) also includes Randolph, Quitman, Clay, Stewart, Tolbert, Chattahoochee, and Muscogee County for eligible students.

IMMUNIZATION CERTIFICATES

Georgia law stipulates that, *"No student shall be admitted to or attend any school or facility in this state unless such student shall first have submitted a certificate of immunization to the responsible official of the school or facility. Health Department centers may grant a waiver of the certification requirement for a justified reason. The waiver may extend from the date of first admittance or of first attendance, whichever is earlier, for thirty (30) calendar days. The waiver may not be extended beyond thirty (30) calendar days and upon expiration of the waiver, the student shall not be admitted to or permitted to attend the school or facility unless the student submits a certificate of immunization."* Immunization certificates are placed in the student's permanent file in the registrar's office.

EYE, EAR, AND DENTAL SCREENING

Students entering a public school in Georgia for the first time must submit an Eye, Ear, and Dental Screening Form within thirty (30) days of their enrollment. This form may be obtained from Health Department centers. Students who fail to submit this form within the specified time period will not be permitted to attend school. The completed Eye, Ear, and Dental Screening Form is placed in the student's permanent file at the Woodall compliance office.

HEALTH SERVICES INFORMATION

Several community Health Centers are available for assistance with immunizations and/or with any required health form. Please call (706) 689-1331 for general information.

Several community Health Centers are also available for mental health services. Calling the Central Access number will direct families to the appropriate location.

ADDRESS AND PHONE NUMBER CHANGES

In the event a student's address or home phone number changes during the school year, students or parents **MUST** notify the office to update the school records. Because schools must deal directly with parents for emergency, attendance, and disciplinary situations, it is very important that our school records also show current work and or cell phone numbers.

TRANSPORTATION

Transportation is provided by each local educational agency. Please contact your special education department for more information

VISITORS

Visitors are required to report to the front office to sign in and receive a visitor's badge. The secretary will provide assistance in locating the person you are visiting. Any person caught loitering on campus or in the building will be asked to leave immediately.

LOST AND FOUND

The lost and found is located in the main office.

SEVERE WINTER WEATHER PROCEDURES

Severe winter weather sometimes indicates the possible closing of school due to ice or snow. When this occurs, an announcement is made on the radio and/or television news programs, usually between 6:00 and 6:15 a.m. In case of severe weather in situations where schools are not closed, it is the responsibility of the parent to determine if the child should attend school that day.

MEDICATION

Specific procedures for dispensing medication to students are reviewed with parents during registration. Students will not be given any prescription or non-prescription medication without written parental permission and an accompanying physician's statement. All medication, prescription or non-prescription, must be turned in to the main office by a parent/guardian for forwarding to the clinical office for safekeeping. Students may not carry medications on their person at any time.

PBIS: POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

What is School-Wide Positive Behavior Intervention and Support?

Positive Behavior Intervention and Support (PBIS) is a general term that refers to the application of positive interventions and system changes to achieve socially important behavior change. It is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors (OSEP Technical Assistance Center on Positive Behavioral Interventions & Supports). For a complete definition and more information, visit www.pbis.org.

PBIS fits into Georgia's Response to Intervention (RtI): Student Achievement Pyramid of Interventions as a Tier I, universal approach which determines the set of social skills/behavior that all students are expected to display. The *curriculum* consists of specific school-wide expectations which are developed at each school, taught to students, and reinforced in every setting. Progress monitoring by school based PBS teams guide the application of interventions through the RtI model in a consistent and systematic manner.

II. INSTRUCTION - GENERAL INSTRUCTIONAL EXPECTATIONS

	Breezeway	Outside/ Play Area	Bathroom	Classroom
<p><i>I am SAFE</i></p> <p><i>I will:</i></p>	<p>*Keep my hands, feet and objects to myself</p> <p>*Use appropriate language towards others</p>	<p>*Keep my hands, feet and objects to myself</p> <p>*Use appropriate language towards others</p>	<p>*Keep my hands, feet, and objects to myself</p> <p>*Notify Ms. Johnson or another teacher if needed</p>	<p>*Sit properly</p> <p>*Keep my hands, feet, and objects to myself</p> <p>*Follow all fire drill and lockdown drill procedures</p>
<p><i>I am ACCEPTING</i></p> <p><i>I will:</i></p>	<p>*Stay in my assigned area</p> <p>*Keep hallways neat and clean</p>	<p>*Follow directions given by adults</p> <p>*Use my hands and feet appropriately</p>	<p>*Use the bathroom quickly and quietly</p>	<p>*Listen when others are speaking</p> <p>*Talk when it is my turn</p> <p>*Use a quiet voice and kind words</p> <p>*Use materials properly</p>
<p><i>I am RESPONSIBLE</i></p> <p><i>I will:</i></p>	<p>*Go directly where I am supposed to go</p> <p>*Keep breezeway clean</p> <p>*Be truthful about my actions</p>	<p>*Take turns and cooperate</p> <p>*Play fairly</p> <p>*Use my hands and feet appropriately</p> <p>*Use outside equipment appropriately</p>	<p>*Use the bathroom for appropriate purposes</p>	<p>*Be on time and be prepared for learning</p> <p>*Respond to quiet signal immediately</p> <p>*Do my best work</p>

CURRICULUM/INSTRUCTION

Woodall GNETS Program follows the Muscogee County School District curriculum, Georgia Standards of Excellence, per the Georgia Department of Education (GADOE). The curriculum is designed to actively engage students in the learning process while acquiring required courses for their grade level. Courses are offered to prepare students for a variety of choices after high school, such as college, technical school, and job entry. Courses are offered in the areas of general academics, some electives, prevocational, and life skills.

Woodall GNETS Program

Bell Schedule

2017-2018

REPORT CARDS, PROGRESS REPORTS, DEFICIENCY/REMEDICATION REPORTS

Report cards will be issued at the end of each 9 weeks. Progress reports will be issued six (6) weeks into each semester. Parent-teacher conferences are encouraged, especially if the progress of the student is unsatisfactory. Conferences may be requested by parents/guardians and/or teachers. Teachers will prepare a deficiency report with a plan for remediation for each student making unsatisfactory progress. This plan for remediation will include regular ongoing contacts with parents every 3 weeks via progress reports.

GRADING SYSTEM

All final grades are recorded in numerical form:

A	90 – 100	Excellent
B	80 – 89	Good
C	71 – 79	Fair
F	70 – and below	Failing

CLASSROOM SUPPLIES

Students are responsible for providing their own school supplies (paper, pens, pencils, etc.).

Responsible behavior will be addressed through Woodall GNETS's Program Positive Behavior Intervention Support System. Parental support regarding the provision of school supplies for students is appreciated.

III. STUDENT EXPECTATIONS, RULES, AND PROCEDURES

CODE OF CONDUCT

The Muscogee County Board of Education follows a system-wide approach to the administration of disciplinary procedures. Each year, every student receives the *Code of Student Conduct: Student Rights and Responsibilities*, which gives specific information regarding unacceptable behavior. Specific offenses and their consequences are clearly described in this booklet.

The fair and consistent application of firmly established and acknowledged rules and regulations positively reinforces each student's right to an education free from external pressure and interference.

During the first week of school, the handbook will be discussed and students will be tested on its content. All students must achieve a passing grade on the Muscogee County discipline test and will be offered retake opportunities as needed.

Muscogee County offers a wide range of intervention strategies in working with their students. These intervention strategies are determined at each student's IEP (Individualized Education Plan) conference and outlined in their BIP. Each student's individualized plan will be discussed with him or her. Students are encouraged to understand and participate in their IEP's.

RACIAL/ETHNIC/CULTURAL SLUR POLICY

It is the belief of Woodall GNETS Program faculty that all individuals deserve the respect of others, particularly with regard to differences in race, gender, ethnicity or cultural background. Given this, any slurs or actions committed against another individual specifically related to race, ethnicity, gender, or cultural background will be taken seriously and dealt with accordingly. If a student uses a racial/ethnic/cultural slur, it will be addressed with the current Level System and through PBIS. Repeated infractions may result in a violation of Code 7.a. (Violence Against Students, School Personnel, School Visitors: Assault/Bullying) of the *Muscogee County Code of Student Conduct: Student Rights and Responsibilities* and be addressed through the hearing process.

ATTENDANCE

The staff at Woodall GNETS Program seeks the support of all parents in their efforts to have students attend school every day. Attendance at school is a vital part of student success and achievement. A pattern of absences puts a student at risk of not achieving academic potential and success in their courses. Certain absences are excused according to state guidelines. **Excused** absences include:

- Personal illness or attendance in school endangering a student's health or the health of others
 - A serious illness or death in a student's immediate family requiring absence from school
 - A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school
 - Observing religious holidays, necessitating absence from school
- Conditions making attendance impossible or hazardous to student health or safety

The **Georgia Compulsory School Attendance Law** requires you to send your student to school on a continuous basis. The law defines "truant" as any child subject to compulsory school attendance who during the school calendar year has more than 5 days of **unexcused** absences.

Please remember that if your student is absent from school, you must notify the school **and** send in a note stating the reason for the absence. Should the reason be one noted above, your student will be marked excused. The office will open each day at 7:45 a.m. to receive calls (706-748-3166). Notes explaining a student's absence will be accepted in lieu of direct parent contact. If a phone contact has not been made, or a note received, efforts will be made by the school to contact the parent, however the absence will be counted as *unexcused*. **It is essential that the school office has current home and work phone numbers on file.** Please assist us in monitoring your student's attendance and call the office at 706-748-3166 for any assistance or clarification. Thank you for supporting your student's achievement in school.

BOOK BAGS/PERSONAL BELONGINGS

Book bags are NOT allowed for grades 3-8 to and from school. However, once a student arrives at school, all book bags are to be stored in an assigned locker. Book bags may not be carried to other classes, lunch, or in the hallways. This also includes purses, fanny packs, or any other items used for carrying personal items.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Parents and students:

Please take a moment to read the cell phone policy put forth below.

LEVELS SYSTEM

The educational program at Woodall GNETS Program uses a levels system to provide the students with opportunities to accept responsibility and develop more internal control. The levels system was adapted to support the PBIS program, which identifies the behavioral and social expectations for students. It allows students to constantly monitor their own progress. Level placement is determined by points earned and decisions made during weekly Levels Meetings.

The system consists of 3 levels:

LEVEL 1: 0-20% target behaviors and 90-100% replacement behaviors

$\frac{3}{4}$ of unit's students are eligible for level 1 (group's criteria)

Student is transitional ready

Student has Access to All Privileges 1-5 available

1. Games
2. Computer
3. Listening Center
- 4 .Movie
5. Edible Treat

LEVEL 2: 21-40% target behaviors and 80-89% replacement behaviors

Everyone starts at level 2

If unit falls from level 2 in order to return $\frac{1}{2}$ of the students must have meet the eligibility requirements (group contingency).

Student has Access to Privileges 4 and 5 ONLY

4. Movie
5. Edible Treat

LEVEL 3: 41-100% target behaviors and 79-0% replacement behaviors

Student has No Privileges

RECOGNITION OF ACHIEVEMENT

The levels system is a progress-monitoring instrument. Students who assume more responsibility and who work toward achieving their IEP goals will move forward through the levels system.

SUPPORT LEVEL

Students on this level will receive a high degree of structure and support to assist them in being successful throughout the school day. Students will receive frequent prompts and cues from staff in order to foster responsible decision-making. Any Support Level behaviors that occur on the bus to and from school that are reported by the bus driver in the form of a bus disciplinary slip will be handled the same way as a Support level behavior occurring on the school grounds.

Students who are on support level will participate in all activities are the under direct supervision of a staff member. Students on this level must always be accompanied by or observed by a staff member.