

Dames Ferry Elementary School

545 Highway 18 West
Gray, GA 31032
(478) 986-2023
Fax: (478) 986-2027

Home of the Dragons



STUDENT HANDBOOK 2017 - 2018

This handbook belongs to:

Name _____

Grade _____

Teacher _____

Jones County School System Purpose Statement
Success for ALL through Academic **A**chievement, Responsible **B**ehavior and Ethical **C**haracter

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Notice of Disclaimer: The school administration reserves the right to make decisions on other school matters in the best interest of the student body in any or all matters not specifically addressed in this handbook.

**Jones County School System Academic Calendar
2017-2018**

July 31– August 3	Pre-Planning
August 4	1st Day of School
September 4	Labor Day Holiday
October 6 – 9	Fall Break Holidays
October 10	Professional Learning/Student Holiday
November 20-24	Thanksgiving Holidays
December 15	Last Day before Christmas

End of First Semester

January 2	Professional Learning/Student Holiday
January 3	Students Return to School
January 15	M.L. King Holiday
February 15-16	Professional Learning/Student Holidays
February 19 - 20	Winter Break Holiday
April 2 - 6	Spring Break
May 25	Last Day of School
May 28	Memorial Day Holiday
May 29 - 30	Post-Planning Days

See an updated DFE calendar online at <http://damesferry.jones.schooldesk.net/> for current events. All school events, schedules, assignments, special notices, menus, calendars, and other important information are posted for your review. Please contact our media specialist for more information and/or assistance.

Title IX

It is the policy of the Jones County Board of Education not to discriminate on the basis of sex, age, color, race, disability, religion, national origin, or veteran status in the educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. The Board shall comply with Title IX of the Education Amendments (1972), Title VI of the Civil Rights Act (1964), Title II of the Vocational Education Amendments (1976), Title VII of the Civil Rights Act (1964, 1974), Title XXIX of the Age Discrimination Act (1967), Section 504 of the Rehabilitation Act (1973) and the American Disabilities Act (1990). JCBOE Policy 0701-P-1 and d 0701-PR-1

Title IX Coordinator: Mr. Kevin Sterling 478-986-3032

Dames Ferry Elementary School Contact Information

Principal	Leigh Ann Knowles	lknowles@jones.k12.ga.us
Assistant Principal	Dena Smith	dsmith@jones.k12.ga.us
Attendance/Data Records	Terry Chancey	tchancey@jones.k12.ga.us
Bookkeeping	Cheryl DuPree	cdupree@jones.k12.ga.us
Counselor	Connie Downey	cdowney@jones.k12.ga.us
Dragon Care	Lynette Maddox	lmaddox@jones.k12.ga.us
Early Intervention Program	Lynette Maddox	lmaddox@jones.k12.gaus
Gifted Program	Tricia Ash	tash@jones.k12.ga.us
Instructional Coach	Stacy Carr	scarr@jones.k12.ga.us
Nurse	Joy Hamby	jhamby@jones.k12.ga.us
Nutrition Department	Jackie Daniel	jdaniel@jones.k12.ga.us
Title I/Parent Coordinator	Jennifer Holland	jholland@jones.k12.ga.us
Program for Exceptional Children	Vikki Lyons	vlyons@jones.k12.ga.us
Rtl/504/Hospital Homebound	Stacy Carr	scarr@jones.k12.ga.us

Dames Ferry Elementary School Daily Schedule

School Opens for Early Drop Off	7:15 AM
Buses Begin Arriving	7:20 AM
Breakfast Served	7:20 AM – 7:50 AM
Students Released to Classrooms	7:40 AM
Drop Everything and Read	7:40 AM – 8:00 AM
Tardy Bell Rings	7:55 AM
<i>Students must be <u>in their classrooms</u> before 7:55 AM</i>	
Morning Announcements	7:55 AM – 8:00 AM
Instructional Day	8:00 AM – 2:40 PM
Dismissal for Buses	2:40 PM
Dismissal for Car Riders	2:45 PM
Building Closes for Operation	4:00 PM
Dragon Care Program	3:00 PM – 6:00 PM

ACCEPTABLE USE POLICY FOR STUDENTS

Internet access privileges are available to students in the Jones County School System. We believe the Internet offers vast, diverse, and unique resources to both students and faculty. Our goal in providing this service is to promote educational excellence in schools by facilitating communication, research, and collaboration. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With this access comes the availability to material that may not be considered of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, but we believe the valuable information and interaction available on this global network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Jones County School System.

NOTE: You will receive an acceptable internet use agreement that you and your child must review before your child is allowed to use the Internet at Dames Ferry. Please read it carefully before consenting because it is a legally binding document.

ADMISSION POLICY FOR JONES COUNTY SCHOOL SYSTEM

In order to enter pre-kindergarten, a child must be four years of age on or before September 1; to enter kindergarten the child must be 5 years old by September 1 and to enter first grade the child must be 6 years old by September 1.

Required documents:

- a) Certified birth certificate displaying a state file number must be displayed at the time of registration
- b) An up to date immunization record; State Form 3231
- c) Eye, ear, and dental screening certificate
- d) Social Security card (or evidence of approved waiver)
- e) Three proofs of residence;

The following items are acceptable proofs of residency:

Current property tax statement in the name of the property owner, OR Mortgage statement, lease, or rental agreement (lease or rental should have a start date and an end date OR month to month providing revisions for additional house guest aside from the renter)

AND two additional proofs of residency to include:

- 1) current utility bills which display the physical address of the student (gas, water, electricity)
- 2) initiation of service from a utility company in the name of the enrolling parent/guardian
- 3) car insurance, bank statement with physical address
- 4) W-2/1099 form with address and name as filed for taxes for a current year filing

Information should be updated during the school year as needed. If the family moves out of the school district, the parents/guardians are responsible for notifying the school office so that a school transfer may be initiated if necessary. Failure to do so will result in the school reporting this non-compliance to the Board of Education. Automatic withdrawal of the student, a fine of \$1,000, and legal action may result for falsifying records. A student must attend school within the district in which he/she resides unless a hardship has been granted by the Board of Education. Proof of residency may be requested at any time during the school year along with the custodial parents'/guardians' driver's license information.

JONES COUNTY SCHOOL SYSTEM STUDENT COMPULSORY ATTENDANCE

Jones County School authorities, in cooperation with other county agencies and courts, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. 20-2-690.1, Mandatory Attendance, which requires every parent, guardian, or other person residing in the state having control of any such age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Jones County prior to their SIXTH birthday shall become subject to all provisions of the law. All students missing more than 5 unexcused days in Georgia are declared as truant by the law. All Jones County students are affected by and fall under the provisions of our attendance protocol

which is stated as follows;

Level 1: Two (2) unexcused absences - School staff will contact parents/guardian and document the contact. Contacts may consist of email, phone call, or letter.

Level 2: Five (5) unexcused absences – School staff will request for the parents/guardian to sign an Attendance Contract. School Staff may request for parents/guardian to sign an Attendance Contract during the Attendance Support Team meeting. The Attendance Contract may be mailed to the student’s home address or given to the student for the parents/guardian’s signature.

Level 3: Ten (10) unexcused absences – The principal’s designee will schedule an Attendance Review Meeting with the parents/guardians, Executive Director of Student Services, and representatives from the Department of Children and Family Services, Local Interagency Planning Team, and Operation Early Intervention.

If the student accrues additional unexcused absences after the Attendance Review meeting, the Executive Director of Student Services will provide data to the court(s) for judicial proceedings to begin.

Any parent, guardian, or other person residing in Georgia who has control or charge of a child or children and who violates O.C.G.A. 20-2-690.1 shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to:

- *A fine not less than \$25.00 and not greater than \$100.00,*
- *Imprisonment not to exceed 30 days,*
- *Community service, or*
- *Any combination of such penalties, at the discretion of the court having jurisdiction.*

EXCUSED AND UNEXCUSED ABSENCES

Absence from school is classified as either excused or unexcused. Reasons established by the Georgia Board of Education as excused absences are set forth in this policy. Students may be temporarily excused from school when:

1. Personally ill and when attendance in school would endanger their health or the health of others.
2. A serious illness or death occurs in their immediate family.
3. Mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by court order.
4. Celebrating religious holidays observed by their faith.
5. Registering to vote or voting, for a period not to exceed one day.

Students should present a written excuse within two (2) days after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused.

Upon returning to school, students should complete makeup work within five (5) school days. Parents may pick up homework assignments in the school office. The teacher(s), however, should be given adequate time to prepare homework assignments and materials.

The following items should be specified and included on each written, emailed, or faxed excuse:

1. Date the excuse is written.
2. Date and day of the absence.
3. Reason for absence.
4. Signature of parent/guardian

EXCESSIVE EXCUSED ABSENCES

A parent/guardian note for a student's illness related absence is only valid for five (5) days per semester. After a student exceeds five days within a semester, a doctor's note is required to excuse the student's absence(s). The Principal and Executive Director of Student Services retain the right to excuse absences on an individual basis.

TARDY/EARLY DISMISSAL

Tardy is defined as a student not being in the classroom when the class is scheduled to begin. Early dismissal is defined as a student leaving school prior to the ringing of the last bell.

1. Parent/Guardian must follow the same process to excuse (personal illness, illness in immediate family, death in the family, religious holidays, or court order) an early dismissal or tardy as they do to excuse an absence.
2. Each school will develop interventions to address excessive tardiness. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the school day.
3. Principals have the discretion to excuse tardiness for extenuating circumstances.

MEDICAL APPOINTMENTS

Parents are requested to make dental, medical, and other appointments for students after school hours, on weekends, or during school holidays. For an absence to count as excused, students must submit a legitimate excuse within two days of returning to school. Failure to do so will result in the absence(s) remaining unexcused.

For reporting daily attendance, a student must attend for at least one-half of the instructional day before the student can be counted as present.

- a. Court referral and/or referral to a community intervention program
- b. Any combination of the above

BULLYING

BOARD POLICY

Descriptor Code: JCDAG

The Jones County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Jones County Schools

Original Adopted Date:3/8/2011
Last Revised: 6/14/2016

CHILD ABUSE AND NEGLECT REPORTING PROCEDURE

In fulfilling Georgia Law and GBOE Policy, all educators in the Jones County School System are to report suspected child abuse and neglect cases by the guidelines and procedures as described below: Any child under 18 years of age who is believed to have had physical injury or injuries inflicted upon him or her, other than by accidental means, by a parent or caretaker, or has been neglected or exploited by a parent or caretaker or has been sexually assaulted shall be identified to a child welfare agency providing protective services where the child lives (DFCS). All school personnel suspecting child abuse and/or neglect shall make complaints to the designated delegate of the school superintendent (principal and school counselor). The superintendent shall be notified of all referrals on child abuse and neglect received (or his/her designee and/or system social worker). Any teacher or other school personnel suspecting child abuse and/or neglect are to report it to the child's principal or school counselor. The principal or school counselor will then contact the county social worker who is to make contact with the Department of Family Children Services. Principals are school coordinators and as such are responsible for informing personnel of their responsibility and of

ensuring them this action is legal under Section 99.32(s)5 and 99.36 of the Family Educational Rights and Privacy Act and constitutes no violation of confidentiality.

CLUBS AND ORGANIZATIONS:Section 4:PART 1 of ARTICLE 16 of CHAPTER 2 TITLE 20

- (1) 'Clubs and organizations' means clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school.

Note: The Jones County School System does not support any type of initiation ritual(s) and/or hazing in order that one may become a member of a club or group. New clubs that are not co-curricular will be not be added. In addition, any existing club that does not maintain an active status will be removed and not eligible to return.

Please contact your child's school for a list of the clubs/organizations that are sponsored by the school.

CUSTODY CONCERNS AND/OR SPECIAL PICK-UPS

Please notify the office staff if you have special concerns about certain individuals being allowed to pick up your child from school, visit your child during school hours or at school functions, and/or having access to a child's records. You will be asked to fill out the "Special Pick-up" form and provide legal documentation to the school, to ensure that your needs are met. The forms are effective for the current school year only.

DISCIPLINE

DAMES FERRY ELEMENTARY: PRACTICES REGARDING DISCIPLINARY ACTIONS

Written reports will be kept of each office visit. One copy will be placed in the office records (to be kept in office files for the duration of the current school year), one copy will be filed in the homeroom teacher's records, and one copy will be sent home to parents/guardians by the child. The state of Georgia mandates that the school file an electronic report to which it has access. All paper reports at the school level are removed from student records on a yearly basis. This allows students to begin each school year with a "fresh start." Office records are archived, as required by law. The parent(s)/guardian(s) is/are requested to sign and return the form to the office the following school day. Should the office fail to receive a signed form from the parent within a three school day period, parents will be notified either by phone or a copy of the report will be mailed to the home address as shown on entry records. Parents have the legal right to request to see all disciplinary records collected on their child(ren). [Refer to FERPA 1974.] School administrators have the right to modify and/or render decisions concerning all school discipline. We strongly encourage the parent(s)/guardian(s) to take an active interest in the behavioral actions of their child(ren). Should a parent/guardian wish to speak with an administrator concerning any disciplinary action, contact the office at 478-986-2023 to set up an appointment. We invite parents to visit the school and/or classroom settings, in accordance with school procedures, in an attempt to develop and promote a positive school climate. The administration of DFE welcomes the opportunity to work in conjunction with families to help ensure a safe and positive learning environment.

DISCIPLINARY ACTIONS

The Jones County Board of Education recognizes the need to improve the student learning environment by improving student behavior and discipline. Board of Education Policy 1002-P-1 describes how students are expected to conduct themselves at all times. A copy of the policy is available in the school Media Center, Principal's office, and at the Jones County Board of Education office. A copy of the student Code of Conduct/Discipline Plan will be given to each student.

Common disciplinary consequences in place at DFE are:

1. Writing the *Code of Conduct Rules*
2. Supervised time-out
3. Loss of recess privileges
4. Loss of free time
5. Office supervision

6. Lunch detention
7. Campus beautification
8. Parent conferencing
9. Before/After school detention
10. Suspension from school
11. Suspension from the bus
12. Referral to school counselor
13. Referral to social agencies

JONES COUNTY BOARD OF EDUCATION ELEMENTARY DISCIPLINE PLAN

The Jones County School System wishes to maintain a school environment embracing mental and physical safety and discipline with dignity. To facilitate this, a discipline code enumerating misbehavior and consequences has been developed. It is the desire that all misbehaviors will be addressed in a manner which provides for improvement through the development of student self-control. Parental involvement will be encouraged on every level of consequences. It is the goal to keep students in school and in an environment of discipline with dignity.

Level 1 Misbehaviors

1. Tardiness/Leaving Early
2. Violation of posted school/class rules
3. Disruptive behavior
4. Dress code violation
5. Minor damage to school property
6. Bringing nuisance items to school

Level 1 Consequences (not in any order)

- Parent contact
- Conference with student
- Student counseling
- Loss of privileges
- *Restitution, payment or repair of damages
- *Special assignments
- *Isolation, time out (1-3 days)
- Detention
- *Work detention
- Behavior contract
- *Suspension of bus transportation (1-3 days)
- Loss of participation in special activities
- Confiscation of nuisance items
- Unsatisfactory conduct grade
- Student support team referral
- Dress code violations shall be required to change offensive clothing or turn shirt inside out.

The misbehavior and consequences for Level 1 may be any or all of those listed in the above section, or others as allowed by Board policy. The items in these lists are neither exclusive nor exhaustive of behaviors and/or consequences that may result in disciplinary action. Teachers may refer Level 1 offenses to the principal or designee for appropriate discipline. () Starred consequences require an office referral. Teachers do not have the authority to enforce (*) consequences.*

Level 2 Misbehaviors

1. Repetition of Level 1 offenses
2. Disrespectful and/or abusive language, gestures or racial slurs

3. Possession of knife with blade less than 2"
4. Stealing
5. Possession of banned items at school or school functions
6. Forgery (including parent signatures on papers)
7. Cheating and/or other forms of dishonesty
8. Gambling
9. Physical contact (including spitting)
10. Defying authority
11. Violation of safety rules
12. Damaging school or personal property

Level 2 Consequences (not in any order)

- Contact Parents
- All Level 1 consequences
- Removal from class
- Isolation, time out (5-10 days)
- Out of school suspension (1-5 days)
- Referral to Resource Officer
- Referral to Disciplinary Review Committee
- Suspension of bus transportation (1-5 days)

The misbehavior and consequences for Level 2 may be any or all of those listed in the above section, or others as allowed by Board Policy. The items in these lists are neither exclusive nor exhaustive of behaviors and/or consequences that may result in disciplinary action.

Level 2 offenses require the teacher to refer the student committing the misbehavior to the principal or designee for appropriate discipline.

Level 3 Misbehaviors (includes Georgia State Codes)

1. Alcohol
2. Arson
3. Battery
4. Burglary – breaking & entering
5. Computer trespass
6. Disorderly conduct
7. Drugs, excluding alcohol
8. Fighting
9. Homicide
10. Kidnapping
11. Larceny /theft
12. Robbery, including extortion by force or threat of force
13. Motor vehicle theft
14. Sexual battery
15. Sexual harassment
16. Sex offenses
17. Threats/intimidation
18. Tobacco
19. Trespassing
20. Vandalism
21. Weapons-firearms
22. Weapons-knife 2" or more
23. Weapons-other
24. Other serious incidents

25. Gang-related activity
26. Biting
27. Leaving school premises without permission
28. Threatening verbal assault on staff or students
29. Bullying

The misbehavior and consequences for Level 3 may be any or all of those listed in the above section, or others as allowed by Board policy. The items in these lists are neither exclusive nor exhaustive of behaviors and/or consequences that may result in disciplinary action. Level 3 offenses require that a teacher refer the student committing the misbehavior to the principal and/or designee for appropriate discipline.

IMPORTANT INFORMATION ABOUT THE DISCIPLINE CODE

1. Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items.
2. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, and their lockers when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.
3. Students should be aware that any adult employee of the Jones County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify one's self or to carry out reasonable instructions will result in serious disciplinary action.
4. The discipline code applies to students:
 - a. who are on the school grounds during, immediately before or immediately after school.
 - b. who are on the grounds at any other time that the school is being used by school groups.
 - c. who are off the school grounds at a school activity, school function or event.
 - d. who are at the designated bus stop or in route by bus to and from any school function.
5. The school system reserves the right to punish behavior which interferes with order and discipline in the school, even though such behavior is not specified in the school's discipline code.
6. School administrators possess the authority to enact a behavioral contract, initiate SST, peer mediation, counseling, or other behavioral plans with students at any time deemed necessary for enhancing desired behavior.
7. In addition to the disciplinary procedures for conduct violations at school, bus conduct violations will be handled by the administration. Bus drivers handle minor offenses and report offenses in writing to the administration in accordance with school procedures. Bus drivers may do the following:
 - a. Verbal warning
 - b. Conference with student
 - c. Make parental contact
 - d. Assign seats

CONTRABAND MATERIALS

The following items should not be brought to school without prior approval from the administration and/or classroom teacher and can be adjusted per school:

- Electronic Games
- Cell Phones (unless approved through the administration of the school)
- iPods, CD Players/CDs (or items of this nature unless approved through the administration of the school)
- Footballs, Baseballs, Bats
- Toys which replicate weapons

- Collectables such as cards, coins, etc.
- Lasers of any type
- Pets and/or Live Animals
- Weapons (Refer to *Weapons Act*)

Any item which causes disruption in the classroom, campus areas, or school buses may be deemed as a 'nuisance item' and may be banned from school.

GANG POLICY

The Jones County Board of Education recognizes that gangs and gang-like activities can substantially interfere with student and employee productivity; therefore, it is dedicated to preventing the influence of such groups and activities in the schools and will accept a zero tolerance for such activities. Gangs are described as clubs, groups, or organizations of limited membership, which advocate, engage, or participate in unlawful acts such as intimidation, violence, or destruction to property. Membership in or affiliation with gangs shall not be permitted. Criteria, which can serve to identify gang membership/affiliation, include, but are not limited to the following: admission of gang affiliation, documented information on gang membership, information from known gang affiliation, admission of former membership and continued association, photographs indicating gang association, and/or association with gang members. Wearing of any insignia, uniforms, any means of gang identification and/or making or using any signs, signals, or other means of gang communication or identification by any student or none student visiting on the premises of any school facility shall not be permitted. No student shall use his or her gang membership or affiliation to threaten, intimidate, or harass verbally or physically other students or employees of the Jones County Board of Education. Any student who violates this policy shall be subject to discipline, which may include suspension and/or expulsion from school.

PBIS (Positive Behavioral Interventions and Supports)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. Behavioral support is provided for ALL students school-wide. This system of support will offer all students:

- Social skills instruction
- Positive and proactive discipline
- Social behavior expectations
- Active supervision and monitoring
- Positive acknowledgement
- Fair and corrective discipline

Expectation	Cafeteria Rules	Hall Rules	Playground Rules	Restroom Rules	Bus Rules	Pick-Up Rules
Be Respectful!	<ul style="list-style-type: none"> Talk to your neighbors only Hands, feet and objects to yourself 	<ul style="list-style-type: none"> Look with your eyes, not with your hands 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Take turns Use polite language 	<ul style="list-style-type: none"> Keep your eyes to yourself Stay in your own stall Level 1 Voice 	<ul style="list-style-type: none"> Level 1 voice Use polite language 	<ul style="list-style-type: none"> Face forward in appropriate line Level 1 voice
Be Responsible!	<ul style="list-style-type: none"> Leave a clean area Walk at all times Get all items the 1st time 	<ul style="list-style-type: none"> Walk Stay on the right side 	<ul style="list-style-type: none"> Keep playground free of trash Use equipment safely Take care of school property 	<ul style="list-style-type: none"> Keep restroom clean 	<ul style="list-style-type: none"> Back to back Bottom to seat Keep aisles clear 	<ul style="list-style-type: none"> Sit on your bottom Watch for your number/parent
Be Your Best!	<ul style="list-style-type: none"> Bottom on seat Feet under table 	<ul style="list-style-type: none"> Level 1 voice 	<ul style="list-style-type: none"> Invite others to play 	<ul style="list-style-type: none"> Aim, wipe, flush, wash and dry 	<ul style="list-style-type: none"> Keep everything in your book bag 	<ul style="list-style-type: none"> Keep everything in your book bag

DRAGON CARE (After School Daycare Program)

DFE offers After School Child Care on our campus each day from 3:00 to 6:00 PM. Contracts and information may be obtained from the school office. Proceeds from Dragon Care go toward the purchase of supplies and equipment that our students need. Please contact Mrs. Lynette Maddox at (478) 986-2023 or lmaddox@jones.k12.ga.us with any questions.

DRESS CODE

- The Jones County Board of Education adheres to the philosophy that the quest for individuality should not infringe on the rights of others. This Board acknowledges that styles of dress and customs continually change. All current styles are not acceptable for school wear; therefore, dress regulations are to be the subject of periodic review and/or modifications. The adoption of a dress code should be founded on the premise of wholesome attitudes relative to the appropriate grooming and manner of dress. Rather than itemize all “dos and don’ts”, the Board sets the following parameters.
- Students in grades K-2 shall abide by the general guidelines for older students; however, clothing considered appropriate for them shall include apparel designed for younger students such as shorts/tank top sets and pants without belts.
- Apparel or accessories bearing patches, emblems, drawings, or writings are significant dress factors. Those listed as inappropriate are ones that exploit or identify with drugs, alcohol, tobacco, gangs, sex, controversial issues, or have suggestive wording and/or designs. Bandannas are prohibited. Apparel or accessories which may incite others to violence or disruptive behavior must not be worn.
- Whenever see-through outer garments are worn (i.e. very sheer or net shirts) another shirt must be worn. When arms are raised, skin around midriff and lower back area must not be exposed. Clothing such as backless blouses, midriffs, halter tops, low-cut dresses or shirt or strapless dresses are not to be worn. Spaghetti straps must not be worn. Undergarments must not show. Tank top type undershirts, tank tops, or shirts cut down the sides are inappropriate. Jumpers require a blouse or shirt. Revealing cutouts or tears and un-hemmed cutoffs are not permitted for any age.
- Shoes are to be worn. Shower type flip flops are inappropriate. Selected shoes should not damage floor surfaces.
- Hats or other head coverings are for outside wear only for all students, both male and female, unless required for documented health or religious reasons.

- Form fitting garments such as bicycle pants, aerobic outfits, and body pants are not to be worn as outer wear. Tights must be worn with an outer garment that otherwise meets all dress code requirements, including length.
- In addition to dresses, skirts, and trousers, students of grades K-5 may wear shorts of reasonable length.
- Pants must be worn at the natural waistline with a belt if pants have belt loops. Sagging or oversized pants are not permitted. Oversized pockets are not permitted for safety reasons. Shirt tails must be tucked into pants unless they are designed to be worn outside, such as squared hem or banded bottom or they are worn jacket-style. Extremely oversized garments are not permitted for safety reasons.
- If makeup is worn it should reflect good taste and should not disrupt instruction. Oversized earrings can prove hazardous on playground equipment and during physical activities and are strongly discouraged.

The multiplicity of styles and the frequency of change prohibits detailed itemizing of all patterns of dress and grooming. However, the JCBOE is committed to maintaining a dignified school environment. Grooming, personal hygiene, and dress may in no way detract from the learning process of the student or of others. School officials are charged with the responsibility of enforcing this policy and making decisions in situations requiring judgmental interpretation. Exceptions to this dress code may be permitted for special events. The principal must notify the superintendent of the exception prior to the event.

DRUG FREE SCHOOL

The use or possession of narcotics, alcoholic beverages, or stimulant drugs in or on school property, or in any vehicle while such vehicle is being used to transport students for the school system is prohibited. Attendance at school events while under the influence of intoxicants is prohibited.

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant or any kind:

- On the school grounds during and immediately before or immediately after school hours,
- On the school grounds at any other times when school is being used by any school group,
- Off the school grounds while at a school activity, function, or event,
- En route to and from school, or
- Off the school grounds while the student is in attendance at school or is otherwise subject to jurisdiction of school authorities.

Teachers and staff members are required by Georgia Law to report incidences of student drug use to an administrator. The principal shall notify the parents and any appropriate child welfare agency, including law enforcement. Persons making such reports are immune from civil or criminal liability when the report is made in good faith. Any person in violation of the provisions explained above will be suspended from school and referred to a Disciplinary Review Hearing.

EMERGENCY DRILLS

The following drills are conducted throughout the school year;

- 1) Fire Drills
- 2) Tornado Drills
- 3) Lockdown Drills
- 4) Bomb Threat Drills
- 5) Campus Evacuation Drills
- 6) Bus Evacuation Drills

Note: Lockdown Drills, Bomb Threat Drills, and Campus Evacuation Drills are never conducted without prior notice to teachers and students. Fire Drills, Tornado Drills, and Bus Evacuation Drills are held without prior notice.

FACULTY CREDENTIALS AND CERTIFICATION

The Jones County School System is proud of the professional credentials of its teaching staff and will furnish to you, upon request, the professional qualifications of any of your child's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA has created four basic rights for parents or eligible students:

1. The right of parents and students to be told by their school system of their rights under FERPA.
2. The right to prevent disclosure of personally identifiable information if notified otherwise by parent or eligible student.
3. The right to inspect and review educational records.
4. The right to challenge the content of any educational record, which a parent or eligible student contends is erroneous, and to have certain hearing rights if administrators deny their challenge.

Note: Most schools publish photos and/or articles regarding students in the local paper, print a yearbook, display student work with information in the building, and host a web page, which may display student pictures. Written notification must be provided to the principal by the parent/guardian during the first 10 days of school should they wish to prohibit these functions with their child/children.

It is the policy of the JCBOE not to discriminate on the basis of sex, age, race, handicap, religion, military status, or national origin in the educational programs and activities or admissions to facilities operated by the JCBOE. The Board shall comply with Title IX of the Education Amendments (1972), Title VI of the Civil Rights Act (1964), Title II of Vocational Education Amendments (1976) and Section 504 of the Rehabilitation Act (1973). To insure compliance with this policy, the Superintendent of Schools shall; designate staff to coordinate Title VI, Section 504, Title IX, Sex Equity and other efforts of the system to comply; investigate any complaints of violations with this policy; develop and administer a grievance procedure for personnel and students. The Superintendent shall provide for publication of these policies for all students in Jones County Schools, parents of students, employees of the JCBOE, and interested local groups. The Jones County Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- a. Student's name, address and telephone number;
- b. Student's participation in official school activities and sports;
- c. Weight and height of student if he/she is a member of an athletic team;
- d. Dates of attendance at schools within the Jones County School District;
- e. Honors and awards received during the time enrolled in the district's schools;
- f. Photograph; and
- g. Grade level.

Student records will be forwarded, without further notice to parents/guardians or eligible students, to any school within or outside the Jones County School system upon request of the school where a student is enrolling. Local units of administration shall not withhold any student record because of nonpayment of fees. However, schools may withhold report cards, diplomas, or certificates of progress until fees are paid. To ensure compliance with this policy, the following have been identified as persons to coordinate these programs:

Title I and II Coordinator: Gail Wincey

Title IX Coordinator: Kevin Sterling

Title VI Coordinator/Section 504/ADA Coordinator: Lauren Sheffield

Any eligible student or any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child. Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with FERPA regulations. A parent or eligible student who believes his record contains an error may request its

correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. § 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

FEES/OWED BALANCES

Please be aware that outstanding balances at the close of the school year will “freeze” student records. Records will be held until such time the outstanding balance is cleared. Students owing for items such as pictures, yearbooks, lost textbooks, library books, lunch money, etc. will not receive their report cards to carry home at the end of the grading period. Parents may come to the school to conference with their child’s teacher in these situations.

ICE CREAM

Students will have the option to purchase an ice cream for \$0.75. They must purchase a ticket in the morning before the tardy bell rings. Teachers have the authority to withhold ice cream purchases from a student when deemed necessary. Purchasing an ice cream is a privilege offered at DFE.

SCHOOL CLOSINGS

When hazardous weather and/or other conditions develop, which make school attendance dangerous to the well-being of students and/or staff, an announcement to close school or to delay the opening of school will be made on local radio and television stations as early as possible. These decisions are made by the school superintendent.

LOST AND FOUND

Students may report to the office for lost articles or to turn in found items. Please note that clothing articles which are left at Christmas Break, Spring break, and the end of the school year are donated to charity. No articles will be stored over the holiday and/or summer months at school.

MEDIA CENTER

All students will have access to the materials found within the Media Center. Each student will be assigned a library card to be used at the time of check out. Parent(s)/Guardian(s) will be responsible for any books or materials that their child might lose or damage.

MEDICATION GUIDELINES

Medications will not be transported on the school bus. Parents/guardians must deliver all medications to the school office/clinic. Prescription medicines will be given to students by designated personnel only when prescribed and ordered by a physician and when the following guidelines are followed:

1. All medication must be presented to the school office/clinic in the original prescription container, which includes the student’s name, date, instructions for use and time of administration, name of the drug, name of issuing physician, and expiration date.
2. Medication will not be given to a student without signed authorized consent from the student’s parent/guardian.
3. Non-prescription medicine, over the counter medications, such as cough drops, nose sprays, Tylenol, vitamins, etc. are monitored in the same manner, as are prescription drugs. Over the counter medicines will be given only for a short term duration (i.e., two consecutive weeks). The

parent/guardian must provide the medication in a new, sealed container with dispensing instructions on the label from the manufacturer.

If a student must carry medication (inhaler, injectable epinephrine (Epi-Pen), or glucagon), a written statement from the doctor must be presented to the school explaining the specifics of the situation. Students must not share these medications. Disciplinary consequences will apply for students misusing medications.

NAME TAGS

All students must wear identification tags during the school day. Should a student misplace or damage his/her ID tag, a replacement tag will need to be purchased for the fee of \$1.00. Your child's safety and well-being are of great importance to us.

NUTRITION PROGRAM: PROVIDING HEALTHY MEALS FOR ALL OUR CHILDREN

The mission of the school nutrition program is to advance the availability, quality and acceptance of the school nutrition program as an integral part of education. Therefore, the nutrition staff of Jones County schools has a very important responsibility. Our staff, known as "Team Nutrition" at each school, is dedicated to helping children stay healthy and be ready to learn. The Jones County School Nutrition Program complies with the Healthy, Hunger-Free Kids Acts of 2010. This Act requires USDA to establish nutritious standards for all foods provided during the school day, to promote healthier eating habits for growing young bodies for all school ages. In addition, the school meal service is provided to students, staff and faculty daily by a team of professional food service assistants and managers who meet annual training standards to be certified by the national and state School Nutrition Association.

Meal Applications

Families with school-age children in Jones County are strongly encouraged to complete a school meal application each year, to determine if your school-age children qualify for free or reduced meals. Eligibility is based on household income and family size, using federal income guidelines that are available to use with each application. Only one application is needed per household. To complete a Free and Reduced Meal application online, go to the following website: www.jonesco.heartlandapps.com and follow the easy step-by-step screens to enter student and household information. Click "Apply" to submit your application. Using the online application will help reduce student charges at the beginning of the school year because the online applications are processed much faster. However, paper applications will also be available to each student at his/her school at the beginning of each school year. They should be completed by the child's parent or guardian and returned to the child's teacher as soon as possible to be processed by the School Nutrition Manager and the School Nutrition office. A letter of eligibility determination will be sent to the parent. If a member of the household is receiving government assistance in the form of SNAP benefits or others, at the beginning of the school year, the child(ren) in that household may qualify as Direct Certification and will automatically qualify for free school meals. Parents will receive a letter if this is the case for their children. 30-day rule: Children will have only 30 days to start school using the same meal status from the last school year. During this time and before the 30-days end, a new application MUST be submitted.

Meal Prices: Meal prices for the 2017-18 school year are as follows:

All School Breakfast:	Full Paid Student	\$1.50
	Reduced Student	.30
	Adult:	\$2.25
Lunch Prices for Pre-K and Elementary Schools:		
	Full Paid Student	\$1.60
	Reduced Student	.40
	Adult:	\$3.35

Lunch Prices for Middle and High Schools:

Full Paid Student	\$1.85
Reduced Student	.40
Adult:	\$3.35

Ala Carte Items

Students at all grade levels may purchase additional food items after a breakfast and lunch meal if they have extra money in their account or with them. These items range for .50-\$2.00. If parents do not want their child to buy extra food items from the cafeteria, a signed note or phone call to the Nutrition Manager at the child’s school will be needed to place a note on the child’s meal account for “NO EXTRAS”.

Payments for Meals

The school nutrition personnel is responsible for receiving breakfast and lunch money from students, adults and visitors. We strongly recommend and urge parents, school staff and faculty to use My School Bucks, an electronic payment plan that is convenient for making and tracking payments online for school meals. Start here to set up your meal payment account at www.myschoolbucks.com If cash payments are preferred, parents are asked to send money for at least a week, two weeks or a month at a time, to eliminate meal charges. It is the parent’s responsibility to make sure children have money for meals so that they may eat each day.

School Meal Charge Policy

Jones County School Nutrition has adopted a School Meal Charge Policy to help parents eliminate unpaid student charges that could result in an alternative meal being served to your child. Parents should make sure that the child(ren) has enough money in their meal account to cover breakfast and lunch each day. If a child’s meal account becomes low, parents will receive written notices with the account balances and also will receive phone calls and emails regarding the child’s meal account. This new meal charge policy will be sent home with meal applications at the beginning of the school year.

Menus

School menus will continue to offer more fruits and vegetables, whole-grain enriched foods and low-fat and fat-free milk. Team Nutrition has pledged to “Shake It Up!” this school year with new seasonings and blends to enhance food flavor and quality while still reducing sodium, fat, sugar and calories. In addition, Team Nutrition will be adding new food items as taste-tests, availability, costs, and participation allows. Monthly menus can be found on the School Nutrition webpage, under “Departments” at the www.jones.k12.ga.us website. Menus are also posted in the cafeterias and copies provided to office staff. Menus are also subject to change due to product availability, delivery issues.

Special Diets

Special diets are available for children with specific needs. State law requires a doctor’s written request before any diet modifications may be made. The Nutrition manager works with the school nurse and others to secure the necessary documentation in order for meal modifications to be offered. For questions or more information about the School Nutrition Program, contact the Manager at your child’s school or call the Nutrition office at (478) 986-1390.

Kindergarten	10:30-11:15	3rd Grade	11:15-11:51
1st Grade	10:45-11:23	4th Grade	12:15-12:51
2nd Grade	11:28-12:06	5th Grade	12:00-12:38

OUTDOOR PLAY

Recess is cancelled due to weather factors under one or more of the following conditions:

1. The temperature drops below the freezing mark
2. Wind chill conditions are dangerous
3. Precipitation
4. Lightning and/or storm warnings
5. Dangerous heat indexes

Should you have reasons for your child to remain inside at designated recess periods, please send written notification to your child's teacher. *It is the right of the school administration and faculty to withhold recess privileges to classes or individual students as deemed necessary.*

PARENT NOTICE OF PPRA RIGHTS

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify parents and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or Ministers, or
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

This notice and consent/opt-out provision transfers from parents to any student who is 18 years old or an emancipated minor under State law.

STUDENT PHOTO RELEASE/WEB SITE(S) PHOTOS

On the Jones County Schools' Web site(s), we follow strict rules to ensure the privacy and safety of our students. The Web site(s) contains comprehensive information about the schools, features on classroom activities, the schools' calendars, a section for parents and alumni, teacher support, Web resources, and student accomplishments. Safety is always a primary concern and our schools' faculties check all content before publishing to the Web site(s). With this said and after assessing the risks, children featured on the Jones County schools' Web site(s) are only referred to by their first names. **You will receive a photo release form to sign whether you would like to grant DFE permission to use your child's photo on the Jones County Schools' websites.**

COMMUNITY AWARENESS/PUBLIC RELATIONS PHOTOS

As we participate in our community, we have opportunities to provide photos of our students in newsworthy events. Photos and full names may be used in the local newspaper, school promotions, school brochures and fliers, and may be posted throughout the school building. You will receive a photo release form to sign whether you would like to grant DFE permission to use your child's photo and full name for community and/or public relation events.

QUIET REFLECTION

Under state law, students will begin each school day with 60 seconds of “quiet reflection.” We conduct this daily procedure over the intercom and/or morning news report.

RIGHT-TO-KNOW TEACHER AND PARAPROFESSIONAL QUALIFICATIONS (3.3f)

Parents are informed of their rights to know the professional qualifications of their children’s teacher and paraprofessional. This information is made available through the student handbook, district, and/or school websites. All notices and information required are in a uniform and understandable format, including alternative formats upon request and, to the extent practicable, in a language that parents understand. All paraprofessionals are required to meet the ESSA hiring requirements and therefore meet the required professional qualifications. They are required to either have completed two years of college or to pass the GACE paraprofessional assessment prior to being hired.

The actual Right-to-Know notice in handbooks and on the websites is:

In compliance with the requirements of The Every Student Succeed Act (ESSA) the Jones County School System informs parents that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

1. Whether the teacher has met the districts Professional Qualification requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child’s teacher’s qualifications, please contact the principal of the school at:

DFES – Mrs. Leigh Ann Knowles (478-986-2023)
GES – Mrs. Leslie Poythress (478-986-6295)
TWES – Mr. Lance Rackley (478-986-2222)
WES – Mrs. Teresa McCuen (478-742-5959)
CRMS – Mr. Charles Lundy (478-743-5182)
GSMS – Mr. Wes Cavender (478-986-2090)
NGC and JCHS – Mrs. Mary Frances Stewart (478-986-5444)

Every handbook has a signature page and both the parent/legal guardian and student signs and dates to acknowledge that they have read and understand the policies, procedures, and protocols listed in the school’s handbook and that they will be held accountable to the policies, procedures, and protocols as set forth in the school’s handbook. Also, if a student has been assigned to or has been taught for twenty or more consecutive school days by a teacher who does not meet the districts required professional qualifications, parents are provided a timely notice. The Title IIA Director also suggests this letter for any person who fills a teacher’s position for an extended period. This is to support effective parent communication. Fortunately, retired teachers are most often used to fill long-term substitute situations. The Title IIA director carefully tracks when a teacher is going to be out for four or more weeks and works closely with the principals to ensure that the best long-term substitute is secured. The actual notification letter, on the school’s letterhead, is:

Month, Day, Year

Dear Parent(s)/Legal Guardian(s):

The Every Student Succeed Act (ESSA) requires schools to notify parents if the following circumstance occurs in the classroom:

- When your child has been assigned to a teacher who does not meet the districts required professional qualifications, or
- When your child has been taught four consecutive weeks or more by a teacher who does not meet the districts required professional qualifications.

We are notifying you that your child's second grade regular teacher, *[Insert Teacher's Name]*, will be on a temporary leave beginning, *[Insert Date]* and will be away for *[(may need to say ... approximatelyInsert number)]* weeks. In *his/her* absence, we have hired *[Insert Teacher's Name]* to teach his/her class. *[Insert Teacher's Name]* does not meet the districts required professional qualifications, but he/she has served as a substitute teacher in our school several times in the last three years. We are confident that *[Insert Teacher's Name]* is capable of implementing lesson plans that *[Insert regular Teacher's Name]* left for class instruction. *[Insert Teacher's Name]* has a bachelor's degree in *[Insert Name of Degree]* from *[Insert College/University and State]* and has *taught in a local school for more than five years*. *[Insert Teacher's Name]* has attended new staff orientation and understands the school's policies and procedures and gets along well with students, teachers, and staff.

I closely monitor all classrooms staffed with substitute teachers. However, if you have additional questions or concerns about your child's educational progress or substitute teacher, you may contact me at *[insert info here]*.

Sincerely,

Principal
[Name of School]
 Jones County School System

SECLUSION OR RESTRAINT OF STUDENTS

Jones County School District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time his/her student has been restrained. The Jones County School District maintains written policies and procedures governing the use of restraint.

SENATE Bill 413: SECTION 5

Part 2 of Article 16 of Chapter 2 Title 20

(e) Parental involvement processes developed pursuant to this subpart shall be designed to create the expectation that parents and guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about and actions in response to student behavior that detracts from the learning environment.

STUDENT/EMPLOYEE SEXUAL HARRASSMENT POLICY

All persons associated with the school system including the Board, the administration, the staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in such harassment will be in violation of this policy. There will be zero tolerance of sexual harassment. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

O.C.G.A 20-2-735 encourages parents to inform children of criminal penalties for sex and other crimes. To that extent, The Georgia General Assembly has required that all parents and guardians shall be encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Reporting Regulations

Any teacher or other person employed at any public or private elementary or secondary school that has reasonable cause to believe that a student at that school has committed any act upon school property or at any school function, which is prohibited by any of the following:

1. relating to aggravated assault if a firearm is involved
2. relating to aggravated battery
3. relating to sexual offenses
4. relating to carrying weapons at school functions or on school property or within school safety zones
5. relating to the illegal possession of a pistol or revolver by a person under 18 years of age
6. relating to carrying deadly weapons at public gatherings
7. relating to possession and other activities regarding marijuana and controlled substances.

The employee shall immediately report the act and the name of the student to the principal or designee. The principal or designee who receives a report made pursuant to subsection of this Code who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately to the appropriate school system superintendent and to the appropriate police authority and/or district attorney. Any person participating in the making of a report or causing a report to be made as authorized or required...shall be immune from any civil or criminal liability that might otherwise be incurred or imposed, providing such participation pursuant to this Code section is made in good faith. Any person required to make a report pursuant to this Code section who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

SCHOOL SUPPORT PROGRAMS

SCHOOL COUNCIL: In accordance with the Governor's Educational Reform Act (HB 1187), each school has established a School Council consisting of at least seven members: two parents, two teachers, two business partners, and the school principal. The purpose of the School Council is "to improve communication and participation of parents and the community in the management and operation of the schools." Council members are elected to serve a two year term. Parent representatives must have a child enrolled in DFE for the upcoming school year. School Council meetings are open to the public. Meeting dates will be posted in the lobby area of the school. Minutes from each meeting will also be available to the public upon request.

PTO: Information regarding DFE's Parent-Teacher Organization (PTO) will be sent home at the beginning of the school year. We encourage you to become involved in our school's organization.

STUDENT SERVICES

STUDENT SUPPORT TEAM/Section 504

Students who demonstrate continual need for assistance with academic and/or behavioral issues will be referred to the SST Coordinator, Mrs. Stacy Carr. She will facilitate the SST Committee, consisting of teachers involved with the child, to develop strategies for success. Parents are invited to attend these meetings and may request minutes of any meeting held. Section 504 is part of the Americans with Disabilities Act and provides services for any student with a medical or mental disability that substantially limits one or more major life activity. You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights. Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural

Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices. Please contact Mrs. Stacy Carr at (478) 986-2023 or scarr@jones.k12.ga.us with any questions or concerns.

HOSPITAL HOMEBOUND (H/H) INSTRUCTIONAL SERVICES

Students suffering from chronic or long term medical conditions, which impede a child's ability to attend school, may contact the school administration for information regarding eligibility requirements. A medical request form can be obtained from the principal or the instructional coach.

GUIDANCE

Students are encouraged to visit with the school counselor, Mrs. Connie Downey, for personal guidance and support. She is available to discuss any home, school, or social concerns. Please contact her at (478) 986-2023 or cdowney@jones.k12.ga.us.

PROGRAM FOR EXCEPTIONAL CHILDREN (PEC)

Students in need of specialized instruction who qualify for assistance may be served through the PEC team. Children in this program are provided with an Individualized Educational Plan (IEP) designed to meet their special needs. Questions may be directed to Mrs. Vikki Lyons, Lead Teacher for PEC at (478) 986-2023, vlyons@jones.k12.ga.us or the Jones County PEC Department at (478) 986-8560.

JONES COUNTY SCHOOLS PROGRAM FOR GIFTED STUDENTS

The Jones County School System provides services for all qualified gifted and talented students in grades K-12. The goal of the gifted program is to implement a differentiated curriculum based on the learning needs of the gifted and talented students.

A student may be referred for consideration for gifted evaluation by any of the following sources:

- A. Teacher or other professional staff knowledgeable about the student
- B. Automatic referral based on standardized test results
- C. Parent
- D. Student
- E. Peer

Evaluations are conducted annually. To obtain a referral form or to discuss the referral process, contact the gifted teacher or principal at your child's school. Eligibility for the gifted program is based on multiple criteria. Information for each child will be gathered in the areas of mental ability, creativity, achievement and motivation. When the information has been gathered, all information is reviewed to determine eligibility. At the elementary level, students who qualify for the gifted program will be served one day a week in a resource setting. When students are served in the resource setting, they are not responsible for missed daily assignments in the regular classroom. Special circumstances may necessitate making up assignments such as special projects and/or tests. However, each situation needs to be carefully considered and the assignments should not be punitive for students in the gifted program.

TEXTBOOKS

All textbooks should be covered. Our books are very expensive and a cover is the best method to lengthen a book's life. Please DO NOT cover with contact paper, newspaper, or adhesive tape. The best materials for covers are cloth, brown paper bags, butcher paper or purchased book covers. Textbooks that are lost and/or damaged must be paid for by the parent/guardian.

TRANSPORTATION

Morning Arrival

Morning drop-off will be from 7:15 a.m. – 7:55 a.m. on the side of the school. There will no longer be drop-offs in front of the gym. The students will be housed in the gym from 7:15 – 7:40 at which time they will be dismissed to the classrooms. Breakfast will be served from 7:20-7:50.

Afternoon Dismissal

Student Pickups: Students who are to be picked up after school will be dismissed from the gym at 2:45 each afternoon. Parents may pick up their children by coming through the front doors of the gym or the drive-thru pick-up beside the gym. All pick-ups should be checked out from the office before 2:50 and after 3:00 each afternoon. Students not picked up from the school by 3:00 will be placed in the DFE after school program. Please note that there is a fee attached to the service of child care within this program.

You will need the school issued pick-up card, picture ID, and the last 4 digits of your child's social security number in order to complete a smooth pick-up from school, even if you are recognized by the supervising adult or office staff member. Should you plan for someone other than yourself to pick up your child from school, please remember to provide this individual with the last four digits of your child's social security number and \ or birthdate.

SCHOOL BUS CODE OF CONDUCT

All students are expected to obey the following rules of bus conduct:

1. Students should report to the bus stop on time and conduct themselves in an orderly manner while waiting for the bus.
2. Students should board the bus and take a seat quickly, quietly, and safely.
3. The driver is in charge of the bus and is authorized to assign seats and set bus rules. The driver's instruction must be followed at all times. The driver needs to concentrate entirely on driving.
4. Destruction of public property is forbidden and could result in re-payment for damages and possible prosecution.
5. Language should be respectful.
6. Heads, hands, and feet must be kept inside the bus at all times. Feet and legs should not be in the bus aisle.
7. Objects of any kind are not to be thrown.
8. Students should speak in conversational tones.
9. Fighting is prohibited.
10. Possession of weapons, drugs, alcohol, tobacco, or any other prohibited item will result in severe action.
11. Eating/drinking on the bus is prohibited.
12. Standing while the bus is in motion is not allowed unless seating is unavailable.
13. Students may be required to sit three to a seat.
14. Balloons, radios, CD players, electronic devices, pets and/or some school projects may be banned from the bus for safety reasons.
15. **NO ADULT OR CHILD NOT AUTHORIZED TO RIDE A PARTICULAR BUS MAY BOARD.**
Parents must make prior arrangements with the bus driver before allowing visitors to travel home with their children.

Concerns regarding bus transportation should be addressed to the Transportation Department at (478) 986-6373.

RIDING A BUS IS A PRIVILEGE...NOT A STUDENT RIGHT!
Students may be suspended from the bus indefinitely.

Students who are disruptive or fail to follow the rules of the bus will be reported to the school principal or his/her designee. Discipline will be administered based on the seriousness of the offense and the number of prior

offenses. A written report concerning school bus violations will be sent home to the parent by the student. If the parent has not returned to school a signed copy of the report within three school days, a copy of the report will be mailed to the student's home and/or phone contact will be made with the parent. Written violations are housed in the school office during the course of the school year. Parents have the right to ask to review all disciplinary records upon request. School buses have the capability to run video cameras as necessary. Children should be advised that they may be video recorded without notice at any time during their bus ride.

CHANGE IN ROUTINE MODE OF TRANSPORTATION

If your child's normal routine of home transportation is to be changed, please do one of the following:

- 1) Send written notification to the school
- 2) Phone the school before 2:00. The caller must provide office staff with the required form of identification specified by the school's administration. Without knowledge of this means of identification or other personal information, the message will not be delivered to the student.

Note: If the school has not been provided with written notification or office personnel have not been contacted, the child will be made to follow his/her regular routine. Schools cannot rely on verbal statements from the child describing desired transportation changes. Bus drivers are not to allow children who are not regular riders of the route on their bus without written permission from the school office. Bus drivers are also not allowed to permit children off their bus at a location other than the regular drop point without written permission. Children will be expected to ride their assigned buses to and from school unless written permission has been provided and approved.

VISITORS

Persons having business on any school campus must first sign in with a school official in the front office and provide a picture ID. Please enter the building during the school day through the front doors only. A Visitor's Pass will be issued to be used during the visit. **All school employees have been instructed to report any individual on campus who is not displaying a Visitor's Pass to the office.** Failure to follow this procedure constitutes criminal trespass. Parents are welcome at all times; however, it is imperative that parents follow visitation procedures as well. Parents who wish to consult with a teacher(s) and/or administrator(s) should call the office of the school to schedule a mutually agreeable date and time. Please make note that vehicles parked on school campus are subject to search at all times.

NOTE: The first 5 days of school, parents will not be required to sign-in before walking children to their classrooms in the mornings prior to 7:55. Regular sign-in procedures will be required beginning the sixth day of school.

- **CLASSROOM VISITS:** Lengthy visits to any classroom must be prearranged with your child's teacher and notification given to the office. Conferences may be scheduled with the individual teachers or through the school office. Teachers are to schedule at least two conferences with each child's parent/guardian during the school year. We request that you do not schedule conferences or phone teachers during the instructional blocks of the day. Coverage must be provided each time a teacher is removed from the classroom.
- **LUNCHROOM VISITS:** Should you wish to eat lunch with your child, please notify the teacher in writing or the lunchroom before 8:30 A.M. The lunchroom staff prepares food based on a daily count turned in each day by the allotted cutoff time. Adult lunches cost \$3.25 and student lunches cost \$1.75. We belong to the National School Lunch Program. Lunch and breakfast menus appear weekly in the Jones County News.

VOLUNTEERS

There are many ways to become involved in your child's school. If you are interested in volunteering your time, please make plans to attend one of our volunteer training sessions. Several volunteer trainings will be held throughout the year at DFE and other schools in Jones County.

Important Notice Regarding Mandated Volunteer Training

During the past General Assembly, the population of those considered mandated reporters of child abuse expanded to include volunteers of services such as Care Treatment, Education, Training, Supervision, Coaching, Counseling, Recreational programs, and Shelters (OCGA 19-7-5).

School volunteers fall into this expanded population and now are mandated reporters of child abuse in Georgia. All school volunteers must complete a Child Abuse Mandated Reporting Protocol training prior to beginning any volunteer work. School volunteers are considered to be individuals that work in any way with students or come in contact with students other than their own. Examples of volunteering include, but are not limited to, tutors, chaperones, assisting in classrooms, club sponsors, or help with extra-curricular activities.

WEAPONS (Descriptor Code: JCDAE)

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

- Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
- Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

Reporting Requirements

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney. The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons. Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

WEAPONS ACT

The Gun Free School Act of 1994 requires all school systems to have a policy that expels students if found guilty after appropriate hearings of carrying any weapon to school. Among the prohibited weapons are:

- a. guns of any sort (full range of handguns, shotguns, rifles, pellet guns, flare guns, starter pistols,

- frames or receivers for guns, gun mufflers or silencers)
- b. any destructive devices, including explosives, incendiary or poison gas bombs, grenades, rockets, missiles, mines, and similar devices.
 - c. knives of all kinds, especially those having any blade three inches or longer, razors, ice picks, box cutters, blackjacks, brass knuckles, nun chucks and other martial arts weapons including throwing stars, and any type of fireworks.
 - d. toy guns such as water pistols, cap guns, or metal replicas of pistols. Toy weapons will be collected and held in the office until such time a parent/guardian can make arrangements to pick them up.

Should a child be found with a weapon, the proper authorities must be notified. Parents will be contacted and informed of any disciplinary actions and/or charges.

WITHDRAWALS

Parents of students withdrawing from school should notify the office at least one day before withdrawing so that all records may be completed. All school property should be returned prior to the child's leaving. Official records will be mailed to the new school upon written request from that school.

**Jones County Schools
Handbook Signature Page
2017-2018**

Parents/Guardians:

My signature on this document acknowledges that I have read and understood the policies, procedures, and protocols listed in my child's school handbook. I also understand that my child and I will be held accountable to the policies, procedures, and protocols as set forth in this school handbook.

Parent's/Guardian's Signature: _____

Date: _____

Student:

My signature on this document acknowledges that I have read and understood and/or have had explained to me the policies, procedures, and protocols listed in my school handbook. I also understand that my family and I will be held accountable to the policies, procedures, and protocols as set forth in this school handbook.

Student's Signature: _____

Date: _____

Teacher's Signature: _____

Date Received _____