

Clifton Ridge Middle School

169 Dusty Lane

Macon, Georgia 31211

Phone: (478) 743-5182 Fax: (478) 743-8282

Go Cougars!



STUDENT & FAMILY HANDBOOK 2022 - 2023

Name _____

Grade _____

Teacher _____

Jones County School System & Clifton Ridge's Mission Statement

Success for All Through:
academic **A**chievement,
responsible **B**ehavior, and
an engaged **C**ommunity

Jones County School System and Clifton Ridge Middle School's Beliefs

We believe in **O**pen communication between all stakeholders.
We believe in **N**ever giving up on a student.
We believe in **E**ngaging the community.
We believe in **T**rust among our stakeholders as vital.
We believe in **E**xcellence in all endeavors.
We believe in **A**cademic growth for all students.
We believe in **M**aking a positive impact in our community and world.

Jones County School System and Clifton Ridge's Vision Statement

The Jones County School System will be recognized as a world-class educational system providing all students a rigorous education, preparing them to be college and /or career ready individuals competing in a global society.

Jones County Schools Academic Calendar

2022-2023

(180 Students/190 Staff)

July 26-Aug 1	Tu-M	Professional Learning Days
August 2	T	1 st Day of School
September 5	M	Labor Day
October 7	F	Distance Learning/Professional Learning Day
October 10-14	M-F	Fall Break
November 21 – 25	M-F	Thanksgiving Holidays
December 15	Th	Last Day before Christmas Break

End of 1st Semester (87 Students and 6 PL)

January 2	M	Planning Day/Student Holiday
January 3	Tu	Students Return
January 16	M	Martin Luther King Holiday
February 16	Th	Distance Learning/Professional Learning Day
February 17,20	F-M	Presidents' Day
April 3-7	M-F	Spring Break
May 23	Tu	Last Day of School
May 24-26	W-F	Professional Learning Days

End of 2nd Semester (93 Student and 4 PL) End of School (180 Student and 10 PL)

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

Clifton Ridge Middle School Staff

2022-2023

Content	6th Grade	7th Grade	8th Grade
ELA	Michelle Zellner	Ladonna Olivieri	Martha Williams
	Shana Stephens	Brynlee Belk	Haley Underwood
MATH	Jessica Sowell	Shermaine Pinkard	Charm Pace
	Jillian Morris	Ariel Byrom	Paula Smith
SCIENCE	Derek Curry	Charlie Wilkerson	Chelsey Asbell
	Tabatha Duffey	Rylee Harrison	Lauren Childers
SOCIAL STUDIES	Martin Wehner	Lyle Van de Mark	Jennifer Burns
	Katie Cansler	Karen Calhoun	Trey Smith
Lead PEC	Melissa Skinner		
PEC Staff	Andrew Caldwell	Monique Wooten	Melissa Samuel
	Carmella Roberts	Layla Frost	Jessica Huckeba
Paraprofessionals	Tracy Bloodworth	Lawanda Hough	Janice Cole
PEC Resource Staff	Amy David/Amy Patton Tammy Cochran/Frieda Hicks		
Connections			
Art	Tia Litke		
Band	Lori Johnson		
Business	Jillian Cicalese		
STEM/AG	Tania Henderson		
Health	Will Prestwood		
Chorus	Amideo Tritto		
Math 180	Amy Lundy		
Explorations in Reading	Melissa Moughon		
Health/Physical Education	Leigh Glawson		
	Charles David		
Weightlifting and Speed & Agility	Charles David		

GREETINGS CLIFTON RIDGE COUGAR FAMILY.

This student handbook is designed to inform you about the Clifton Ridge and Jones County School system procedures, policies, and important dates. Please familiarize yourself with this handbook to help you become well informed and successful throughout the year. Parents/Guardians play a very important role in monitoring students' assignments, grades, behavior and overall experience in middle school. Responsible behavior from students, as well as support and involvement from parents/guardians, teachers and the community will help us have a successful year. Please feel free to contact our school administration with any questions or concerns you may have. Thank you for your support as we work together to help all children reach their academic potential in a safe, positive, and engaging learning environment.

Sincerely,

Dennis S. Woolfolk, Principal

STUDENT HANDBOOK EXPECTATIONS

All CRMS students must learn and abide by the policies and procedures listed in this student handbook. All CRMS students are required to sign a student handbook acknowledgement form and turn in to his or her homeroom teacher the first week of school.

UPDATED HEALTH POLICY

The Jones County Schools will abide by the guidelines of the Department of Public Health as it relates to any infectious disease such as COVID-19.

STUDENTS ARRIVING LATE TO SCHOOL

Any student arriving after the tardy bell rings at 7:55 must be escorted to the front door of the school by a parent/guardian. A staff member located in front office of the school will let the student inside and assist him/her to sign in and get to class. Excessive unexcused tardiness is addressed further in this document under the attendance information.

OUTSIDE FOOD AND DRINKS

Outside food and drinks will not be permitted. Parents cannot drop off food from restaurants or from home for their student. Students may still bring their own lunch, but parents/guardians cannot bring cakes, treats, or other items for classroom celebrations, birthdays, or holiday parties.

Field Trips

Field trips will be reviewed by the Principal at Clifton Ridge Middle School and then presented to the Superintendent for approval.

Clifton Ridge Middle School Contact Information

Principal

Dennis Woolfolk

dwoolfolk@jones.k12.ga.us

Assistant Principal	Dr. Stacy Carr	stacy.carr@jones.k12.ga.us
Instructional Coach/RTI/SST	Dr. Stephanie Leggett	sleggett@jones.k12.ga.us
Title 1/Family Engagement Coord	Shelby Henderson	shelby.henderson@jones.k12.ga.us
Title 1/Family Engagement Coord	Shelley Dunlap	sdunlap@jones.k12.ga.us
Data Clerk/Local School Acct.	Tabatha Williams	tabatha.williams@jones.k12.ga.us
Media Specialist	Rebecca Busbee	rbusbee@jones.k12.ga.us
Program for Exceptional Children	Melissa Skinner	miskinner@jones.k12.ga.us
Counselor/504	Rebekah Taylor	rebekah.taylor@jones.k12.ga.us
School Nurse	Donna Cottle	donna.cottle@jones.k12.ga.us
Athletic Director	Charles David	cdavid@jones.k12.ga.us
Nutrition Manager	Lynn Haralson	lharalson@jones.k12.ga.us
Front Office Receptionist	Emma Rhynes	emma.rhynes@jones.k12.ga.us

CLIFTON RIDGE MIDDLE SCHOOL BELL SCHEDULE

6 th Grade	7 th Grade	8 th Grade
Homeroom 7:55 – 8:15	Homeroom 7:55 – 8:15	Homeroom 7:55 – 8:10
Academic Support 8:17 – 9:05	Connections 8:17 – 9:42	1 st period 8:17 – 9:18
1 st Period 9:08 – 10:09	1 st Period 9:44 – 10:45	2 nd period 9:21 – 10:11
2 nd Period 10:12 – 11:52 *See Lunch Schedule Break/Break Detention 11:45 – 11:55	2 nd Period 10:48 – 11:48	Connections 10:13 – 11:38
3 rd Period 11:58 – 12:58	3 rd Period 11:51 – 12:40	3 rd Period 11:40 – 1:20 *See Lunch schedule Break/Break Detention 1:10 – 1:20
Connection 1:00 – 2:23	4 th Period 12:43 – 2:25 *See Lunch Schedule Break/Break Detention 2:10 – 2:20	4 th Period 1:23 – 2:28
4 th Period 2:25 – 3:30	Academic Support 2:25 – 3:30	Academic Support 2:30 – 3:25
Lunch Times 10:45 11:05 10:50 11:10 10:55 11:15 11:00 11:20	Lunch Times 12:45 1:05 12:50 1:10 12:55 1:15 1:00 1:20	Lunch Times 11:45 12:05 11:50 12:10 11:55 12:15 12:00 12:20

ARRIVAL AND DISMISSAL

Students should NOT arrive on campus before 7:30 am. Upon arrival students will be directed to the cafeteria for breakfast and other designated waiting areas under staff supervision. Students must be in class at 7:55 am. Students not seated in class at 7:55 am will be designated as tardy. Students must leave at 3:30 pm on a bus or be in the Car Riders pick-up line unless under the direct supervision of a teacher or a coach for afterschool activities. Car and bus riders will be escorted by our staff to ensure each student arrives safely to his or her destination. Car riders are to remain on the sidewalk and not enter the parking lot without permission from the staff members on duty. Parents/Guardians should remain in their cars during this time. The person on duty will address any issues you may have at that time concerning your child.

ATHLETICS

There are many school sponsored athletic opportunities for all middle school students. To participate in middle school athletics a student must be in good academic, behavioral, and financial standing with the school. These factors will be determined by the administration and coach. CRMS does have a restriction of 6th grade students participating on the football and baseball teams.

- School District will adhere to [Georgia High School Association Guidelines](#).
- Jones County Athletics will implement electronic tracking of ticket purchases.

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in the Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policies or procedures. In cases of misbehavior not covered in this policy, the administration, under the direction of the principal and the superintendent, may enact corrective measures which are in the best interest of the school and the students involved.

STUDENT BOOK BAGS

We recommend, but don't require, that all student backpacks and book bags be clear plastic or mesh. This restriction does not apply to lunch boxes, athletic bags or musical instrument cases. These special purposed items will be stored in a safe designated area until use. Our goal is to provide the safest environment possible for students and staff. Clear and mesh bookbags will allow staff to safely monitor belongings. Bookbags, purses, and other belongings are subject to inspection as needed.

STUDENT BREAKS

Students will participate in an outside scheduled break during the day. Weather conditions and student behavior will determine if this break is allowed. It is the right of the school faculty and administration to withhold break privileges to classes or individual students as deemed necessary.

CHECK WRITING

When writing a check for expenses at CRMS, you must put your child's name and what the check is for on the memo line in the bottom left corner of the check. NO checks will be accepted by the school during the month of May as we prepare for the closing of the school year.

CONCESSIONS

Students will have an opportunity to purchase snacks from our school store during designated times. Poor student behavior may also hinder the privilege of buying concession items.

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.

NOTE: It is your responsibility to provide CRMS with the most updated legal documents.

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 and 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.

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.

STUDENT INFORMATION SHEET

Parents/Guardians are asked to complete an information sheet at the start of each new school year. This updated information will be vital in contacting the proper individuals concerning your child. This also allows us to keep accurate records in our Infinite Campus Portal.

MEDIA CENTER

All students will have access to materials found within the Media Center. Parent(s)/Guardian(s) will be responsible for any books or materials that their child might lose or damage.

PBIS (POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS)

The Positive Behavior Interventions and Support (PBIS) initiative incorporates effective teaching, positive rewards, positive reinforcement, consistent procedures and rules, and logical consequences to teach students appropriate behavior necessary to be successful in school and throughout life. Faculty and staff must proactively teach, reinforce, correct, and supervise

student behavior. All students are expected to be Courteous, Responsible, Motivated and Safe.

CRMS EXPECTATIONS OF STUDENTS

Expectations	Hallway	Cafeteria	Restroom	Outside Break Area	School Activities/Field Trips	Digital Citizenship/Technology Access
Be Courteous	Walk quietly to the right Keep your hands to yourself Use a pass at all times	Use good table manners Stay on your own plate Say please and thank you Use appropriate voice	Wash your hands Keep water in sink Put paper towels in the trash can	Use appropriate and respectful language Treat others with kindness	Use appropriate manners Show appreciation	Share device resources with others Follow procedures
Be Responsible	Use locker time efficiently Be at the right place at the right time Use self-control	Keep your area clean Be neat in the serving line Keep cafeteria account current	Report problems Go at assigned time or have a pass Flush the toilet	Follow directions Keep area clean and put trash in cans	Follow rules and procedures Remember who you represent Bring necessary items	Follow school and technology BYOD procedures Use appropriate websites Use equipment correctly
Be Motivated	Get to class on time Keep moving	Eat in a timely fashion	Wait your turn Return to class promptly	Have positive interactions with others Bee on time	Participate in activities Have a positive attitude Make connections to learning	Be productive Focus on learning
Be Safe	Maintain person space Report mistreatment Speak positively to others	Walk Be a friend Report mistreatment Continue to follow school and classroom expectations	Use facilities as they are intended Maintain privacy Report mistreatment of people or property	Stay in area and respect school property Maintain personal space Be aware of people and surrounding Report mistreatment	Follow school bus safety procedures Stay with group and/or buddy Be aware pf surroundings Report mistreatment	Stay on approved website Report problems Keep personal information private

QUIET REFLECTION/MOMENT OF SILENCE

Under state law, students will begin each school day with 60 seconds of “Quiet Reflection.” We conduct this daily procedure during morning announcements.

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.

PHONE USE/CALLS

Students may ask school personnel for permission to make phone calls to parents during the school day if needed. Parents may contact the office to get a message to your child. If your child has an emergency, the office staff will contact you. The use of personal cell phones is not allowed by students during school hours. Students must arrive with their cell phones in their backpacks, turn them in to school personnel during homeroom each morning, and they will be returned at the end of each day. **See our Clifton Ridge Electronic Communication Device Procedures for more information.** Students will be given a copy of these procedures in their homeroom at the start of the school year and will be reminded of the policy throughout the year.

VISITORS

Persons having business on any school campus must first sign in with a school official in the front office. A driver's license is required to check-in. Failure to follow this procedure constitutes criminal trespass. Parents/guardians 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 any school campus are always subject to search.

- Virtual meetings and phone conferences are encouraged.
- Parents/Visitors must have an appointment to meet with the principal or other staff member.
- Visitors are not allowed in the building unless they have previously scheduled an appointment.
- Parents are not permitted to walk students to class.

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 can use the Internet at Clifton Ridge. 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:

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

RESIDENCY AFFIDAVIT INFORMATION

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.

Residency Affidavits are accepted at all Jones County Schools during the school year. Information should be updated if residency changes. 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.

Note: Proof of residency may be requested at any time during the school year along with the custodial parents'/guardians' driver's license information. *Home visits may occur to confirm*

residency.

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.

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.

ATTENDANCE

Attendance is reported per class period. Students must be present 40 minutes of the 50 minutes of instructional time per class period to be counted present for that entire class period. If the student is tardy, they must sign in at the front office to be given a pass to enter the classroom.

JONES COUNTY STUDENT ATTENDANCE PROTOCOL

Level 1: 2 Unexcused Absences – Parent/guardian will be contacted via email, phone call, or letter.

Level 2: 5 Unexcused Absences – Principal's designee will request for the parent/guardian to sign an Attendance Contract.

Level 3: 10 Unexcused Absences –

- For students in elementary school, the Principal's designee will schedule a Children in Need of Services (CHINS) Attendance Review Meeting with the student's parent/guardian and CHINS committee.
- For compulsory age middle/high school students, a CHINS Attendance Review meeting with the student's parent/guardian and CHINS committee is held at the Jones County Board of Education.

Level 4: If the student accrues additional unexcused absences after the CHINS meeting, charges will be filed with the appropriate court(s).

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 pre-induction 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.
- 6) Sent home from school by CRMS nurse for quarantine or isolation due to Covid-19 related illness.

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 for extended absences.

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.

UNEXCUSED TARDINESS

Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the principal or designee as unacceptable are unexcused.

1. **Tardy to School (late arrival):** Any student arriving at school following the ringing bell intended to indicate the start of the school day. A student who arrives at school late should report to the office, sign in to the computer, and get a tardy slip to class. This tardy will be documented, and Tardy Hall or other discipline will be assigned accordingly based on the amount of tardiness. Tardy to school will be counted per semester. Car riders who are chronically tardy to school will be referred for truancy. **Principal may address students with multiple unexcused tardiness to school.**
2. **Tardy to Class:** A student is "tardy to class" when he/she arrives to class (and is not in the classroom) when the tardy bell stops ringing indicating the beginning of instructional time. A student who arrives to class late should report to the attendance office, sign the tardy "sign-in" book, and get a tardy slip to class from the attendance clerk. This tardy will be documented, and Tardy Hall or other discipline will be assigned accordingly based on the amount of tardiness. Tardy to class will be counted per semester. **Principal may address students with multiple unexcused tardiness to class.**

DISCIPLINE PROGRESSION FOR COMBINED TARDY TO SCHOOL AND/OR TO CLASS:

Of tardiness Per Semester Consequence

1st Warning

2nd Warning

3rd Warning

4th Loss of Privilege

5th Loss of Privilege

6th 1 Day ISS

7th 2 Days ISS

8th 3 Days ISS

9th and each additional 5 Days ISS w/Hearing and attendance contract signed.

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.

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.

Expired medication will not be given. Please check for expiration date before bringing medications to school.

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. **Parents must pick up all medication at the end of the school year.**

Please note that **federal law** prohibits possession of medical marijuana. Therefore, parents/legal guardians should make other arrangements in lieu of administering medical marijuana at school or school related events. Disciplinary action will be taken if a student is in possession of any form of marijuana.

HEALTH RELATED SERVICES

If a student is injured at school, trained staff will render first aid. Parents/Guardians will then be contacted in those cases which the school deems are serious enough to warrant communication. If the school is unable to contact the parent, the emergency telephone contact person(s) will be called to find someone to come for the child. **Please assist the school by providing current emergency numbers to be used if you are not available.** When a student becomes ill at school, the parent will be notified just as in the case of an accident. Parents will also be contacted in cases of children soiling their clothes at school through accidents such as vomiting, urinating, or defecation. If a student shows signs of illness, s/he should not be sent to school.

Parental assistance is urgently needed in providing pertinent medical information upon enrollment of the child in school. Please assist the school by notifying the office of any change in student data (medical or otherwise) that will ensure your child's success for a safe and healthy school year.

WHEN TO KEEP YOUR CHILD HOME

The Health Services department uses “Best Practice” standards that strive to eliminate barriers, increase student attendance, and identify health related concerns that influence learning. As an effort to keep all students healthy, please refer to the guidelines below when considering returning a sick child to school.

- 1) A child should be fever-free for 24 hours without medication before returning to school.
- 2) A child with strep throat must be on an antibiotic for 24 hours before returning.
- 3) A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor’s note.
- 4) A child with chicken pox may only return to school when all lesions have crusted over. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
- 5) All open, draining, or contagious skin areas must be able to be contained by a bandage/covering. Please provide a note from the doctor releasing the student to school and to excuse the absence(s).
- 6) A child with scabies will be allowed to return to school the following day after the first treatment.

KEEP A CHILD HOME IF S/HE:

- 1) Has a fever* of 100.4 degrees or higher in the past 24 hours.
- 2) Is nauseous and/or vomiting and/or has had diarrhea in the past 24 hours.
- 3) Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.
- 4) Has undiagnosed skin rashes, or contagious conditions such as scabies or chicken pox. Student will be excluded from school until the rash is gone or when cleared by a physician for any contagious illness. Your doctor can help determine the exact cause and ensure you receive proper treatment.
- 5) Live lice on the scalp.

*A fever refers to a temperature of 100.4 degrees or more without the use of Tylenol or Advil or other fever reducing medications.

The information provided in this section is not intended to replace physician advice. When your child is ill, please contact your healthcare provider.

HEAD LICE

If a student is found to have active head lice, the parent will be called to pick him/her up. The School Nurse or Principal’s designee will provide educational material to assist the parent/guardian with eliminating lice from the student and environment. The student will not be allowed back into school with live lice. The school nurse or principal’s designee will inspect the student’s scalp for active lice upon initial re-entry after treatment and every 7 days up to 21 days.

Please help the school prevent lice outbreaks by encouraging your child not to share clothing

items or other personal items such as combs, brushes, and towels with friends. The school nurse is available for consultation with difficult cases.

GUIDANCE AND COUNSELING

The counselor is available for every student, not just those who have experienced or are experiencing difficulties. The teaching staff works closely with the counselor to help support student success in school. Should students be concerned about school, getting along with friends, and other matters, working with the counselor will help them better understand themselves and others so they can cope realistically with everyday situations and/or problems. Students may make appointments with the counselor before the school day begins. If they need to see the counselor during school, they must obtain teacher permission. Parents can contact their school counselor at any time.

PROGRESSIVE DISCIPLINE

Clifton Ridge Middle School believes that every student has the right to learn, and every teacher has the right to teach. Clifton Ridge Middle School practices a school-wide progressive discipline plan, which is based on communicating clear behavioral expectations to students and following up with defined consequences and rewards. The result is a proactive, child-centered behavioral management plan that creates a safe and caring environment for the students and staff. This plan is intended to protect the rights of all students. Any time a student has violated and/or threatened the rights of others, he/she will be disciplined and may be recommended for suspension or expulsion depending on the level of the offense.

The following disciplinary actions may be imposed for any violation of the **Student Behavior Code**:

- 1) Warning, reprimand, and/or counseling with a school administrator or counselor
- 2) Loss of school privileges
- 3) Isolation or time out
- 4) Restitution
- 5) Temporary removal from class or activity (Alternative Placement)
- 6) Notification of parents
- 7) Parent conference
- 8) Detention/weekday (usually Thursday) or Saturday workday 7:00 am – 10:00 am.
- 9) In-School Suspension (ISS)
- 10) Behavioral contract
- 11) Placement in an Alternative Education Program
- 12) Short-term Suspension
- 13) Referral to a Tribunal for long-term suspension or expulsion
- 14) Suspension or Expulsion from School Bus Transportation
- 15) Referral to Law Enforcement or Juvenile Court Officials

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense includes long-term suspension or permanent expulsion, but those punishments will be determined only by a disciplinary tribunal or by the Board of Education as outlined in Jones County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Student Behavior Code. They may also choose not to contest the appropriate discipline. In such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. The chairperson of the disciplinary tribunal must also approve such an agreement and waiver.

SUPPLEMENTARY INFORMATION: DISCIPLINE PROCEDURES

Students are not permitted to possess contraband items while on school system property or while in attendance at any school-sponsored event. Any contraband item found on a student will be taken from the student and shall not be returned to the student. Parents may personally claim contraband items from the school principal or designee. Students wearing inappropriate clothing under this policy will be isolated from the rest of the student body until an appropriate change of clothing can be secured. Any contraband item that is illegal for the student to possess on school system property or at a school-sponsored event will be turned over to the proper law enforcement officials.

These contraband items include, but are not limited to:

- 1) Weapons
- 2) Pornographic materials.
- 3) Materials which advocate violence, the overthrow of the government of the United States, or are otherwise terroristic in nature.
- 4) Gang related materials.
- 5) Materials which if loaded on a computer could disrupt the computer or the computer network.
- 6) Controlled substances, prescription drugs and over-the-counter medications except for those prescription drugs and over-the-counter medications that are allowed under the provisions established by Board Policy – medicines.
- 7) Alcoholic beverages
- 8) Tobacco products, vaporizers, including all vape devices and e-cigarette systems, or CBD oil
- 9) Clothing which incites other students or is otherwise so distracting that its presence interferes with the teaching and learning process and/or the orderly school environment.
- 10) Pepper spray, mace, or other dangerous chemicals and irritants

In addition to having the contraband taken from the student, the student will also be disciplined under the provisions of the Jones County Board of Education Policies and Administrative Procedures.

The presence of weapons on school property is a threat to the safety of students and school personnel and is a violation of state law.

No person shall carry, possess, or have under his/her control any weapon or explosive compound within a school safety zone, in any school building, on school premises, at any school-sponsored function or activity (including football games, basketball games, track contests, and other similar or related functions), or in any school vehicle or bus, in a private vehicle parked on school property, or on public or private property in proximity to school property while attending school or a school sponsored related function.

Students engaging in gang related behavior, wearing gang associated apparel, or being in the possession of gang-associated paraphernalia is not acceptable despite whether such behavior is formally sanctioned by gang hierarchy. The Board also believes circumstances in which innocent third parties experience disruption in learning and feel their personal safety threatened by intimidating gang related behavior are not to be tolerated.

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 of any kind:

- 1) On the school grounds at any time.
- 2) Off the school grounds at school activities, functions, or events.
- 3) In route to and from school.
- 4) In route to and from school functions, activities, or events.

Students are not allowed to smoke, use, or possess tobacco, vaping devices, or electronic cigarettes of any kind before, during, or after school hours; in the school buildings; on any school grounds; or on the school bus. Students leaving campus without permission to use tobacco, vaping devices, or electronic cigarettes are subject to the provisions of this policy.

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

1. Before/After/Lunch/ Break School Detention

The principal or his/her designated person(s) has the authority to assign students to a designated area (detention period) on campus before the beginning of the school day or after the ending of the school day for a reasonable and specified period of time as a disciplinary action. Students will be given a one-day notice of their detention period assignment. Failure to attend assigned detention will result in work-study, ISS, or home suspension. Lunch and break may also be times used for detention.

2. Disciplinary Probation

Disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. A Behavior Contract will be issued to the student stating the specific parameters of his probation. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

3. In-School Suspension (ISS)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time.

4. Work Study Assignment

The principal or his/her designated person(s) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. Students will also be allowed to study during a portion of their work/study assignment time. Failure to attend an assigned Work Study will result in ISS or home suspension.

5. School Bus Suspension

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

6. Out-of-School Suspension

The principal or his/her designated person(s) has the authority to deny a student the privilege of attending school for a specified and reasonable period of time based on the student’s misconduct. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to contact the parent(s) or guardian.

7. Expulsion

In accordance with the State compulsory attendance law, the Jones County Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as I, II, or III. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted.

Any student who is the subject of any expulsion action shall be granted the following rights of due process in the form of a tribunal: a hearing, the right to counsel, the right to speak and offer evidence in his/her own behalf, and the right to have a full explanation of the applicable Board policy used to charge the student. After having been expelled by a tribunal, a student must petition the Board of Education and appear in person before the Board to be readmitted to school.

DISCIPLINE AND CONSEQUENCES GUIDANCE

When it is necessary to impose discipline, school administrators will follow a progressive discipline process. The degree of discipline to be imposed by each school official in proportion to the severity of the behavior and the student’s discipline history. The Administrative staff reserves the right to punish behavior that interferes with the order and discipline in the school even though such behavior is not specified in each code.

<u>Level 1A Offenses</u>	<u>Level 1A Consequence Guidance</u>
<ul style="list-style-type: none"> • Cheating • Tardiness • Disorderly Conduct • Forgery • Gambling • Improper use of cafeteria account numbers • Inappropriate Display of Affection including but not limited to kissing and holding hands. • In an unauthorized area • Lying/Misrepresenting • Misconduct outside of the classroom • Petty Theft • Possession of a nuisance item • Safety violation • Truancy • Unauthorized solicitation • Use of profanity or vulgar words, gestures, or materials. • Violation of cafeteria rules • Violation of classroom rules • Violation of dress code • Violation of restroom expectations 	<p>1st Offense:</p> <ul style="list-style-type: none"> • ISS or Saturday School (contact parents/guardians) <p>2nd Offense:</p> <ul style="list-style-type: none"> • Two days ISS or Saturday Schools (contact parents/guardians) <p>3rd Offense:</p> <ul style="list-style-type: none"> • Three to Six days ISS (contact parents/guardians) <p>4th Offense:</p> <ul style="list-style-type: none"> • Suspension (contact parents/guardians) <p style="text-align: center;">Continued misbehavior may result in a disciplinary hearing.</p>

<u>Level 1B Offenses</u>	<u>Level 1B Consequence Guidance</u>
<ul style="list-style-type: none"> • Bus Misbehavior 	<p>1st Offense:</p> <ul style="list-style-type: none"> • Warning based on severity. <p>2nd Offense:</p> <ul style="list-style-type: none"> • Suspension of bus privileges for 3-5 days <p>3rd Offense:</p> <ul style="list-style-type: none"> • Extended loss of bus privileges <p>Continued misbehavior may result in a disciplinary hearing and removal from</p> <p style="text-align: center;">JC Bus Transportation.</p>

<u>Level 2A Offenses</u>	<u>Level 2A Consequence Guidance</u>
<ul style="list-style-type: none"> • Any act of bigotry • Bullying/Harassment • Burglary • Classroom disruption • Destruction of school property • Display of a gang sign or symbol or any gang activity • Sexual Harassment – Includes but not limited to insensitive or sexually suggestive comments or jokes. • Disrespect towards a school board employee 	<p>1st Offense:</p> <ul style="list-style-type: none"> • Three days ISS (contact parents/guardians) <p>2nd Offense:</p> <ul style="list-style-type: none"> • Six Day ISS (contact parents/guardians) <p>3rd Offense:</p> <ul style="list-style-type: none"> • Extended ISS or suspension (contact parents/guardians) <p>4th Offense:</p>

<ul style="list-style-type: none"> • Disrespect towards a student or any person on school property • Hazing • Computer/Internet violation • Leaving campus without permission • Loitering • Student confrontation • Student disorder-participation • Threat or intimidation • Vandalism • Willful disobedience • Skipping class • Possession of or distribution/transmission of pornographic material • Unauthorized filming/photographing of unsanctioned school events. • Unauthorized use of personal electronic communication and/or gaming devices 	<ul style="list-style-type: none"> • Three to five days suspension (a disciplinary hearing may be called, contact parents/guardians) <p>5th Offense</p> <ul style="list-style-type: none"> • Five days suspension and a disciplinary hearing (contact parents/guardians) • See O.C.G.A 20-2-751.4 3rd offense of bullying requires automatic Alternative School placement <p>Continued misbehavior may result in a disciplinary hearing.</p>
<p style="text-align: center;"><u>Level 2B Offenses</u></p> <ul style="list-style-type: none"> • False fire alarm activation • False 911 calls • Tobacco products, vaping devices, or electronic cigarettes - possession or use • Burglary • Fighting/Physical Altercation – criminal complaints and/or charges of disrupting a public school may be added. • Larceny or theft • Robbery • Trespassing • Use of profanity toward faculty or staff, vulgar words, gestures, or materials. • Sexual Harassment – comments that perpetuate gender stereotypes, suggestive jokes, leering or lewd gestures that are directed towards specific individuals or group of individuals. • Possession of or distribution/transmission of pornographic material • Display of a gang sign or symbol or any gang activity 	<p style="text-align: center;"><u>Level 2B Consequence Guidance</u></p> <p><i>Behavior Contract in addition to the following:</i></p> <p>1st Offense:</p> <ul style="list-style-type: none"> • Five Days Out of school suspension (contract parents/guardians) <p>2nd Offense:</p> <ul style="list-style-type: none"> • 10 days out of school suspension (contact parents/guardians) <p>3rd Offense:</p> <ul style="list-style-type: none"> • Ten days out of school suspension and a disciplinary hearing will be called (contact parents/guardians) • Possession/Use of electronic smoking devices is illegal under the age of 21. Students may be subject to a citation from the local law enforcement agency.

<p style="text-align: center;"><u>Level 2C Offenses</u></p> <ul style="list-style-type: none"> • Gang related or motivated verbal/physical altercation 	<p style="text-align: center;"><u>Level 2C Consequence Guidance</u></p> <p><i>Behavior Contract in addition to the following:</i></p> <p>1st Offense:</p> <ul style="list-style-type: none"> • Five days suspension <p>2nd Offense:</p> <ul style="list-style-type: none"> • 10 days suspension and a disciplinary tribunal will be held
<p style="text-align: center;"><u>Level 3 Offenses</u></p> <ul style="list-style-type: none"> • Alcohol possession, use, or under the influence of • Arson • Assault or battery on a school board employee • Assault or battery of a student or any person on school property • Unwanted/uninvited contact and/or touching of a sexual nature • Breaking and entering school property • Bomb threat • Computer trespass • Disrupting the orderly conduct of the school • Drug or drug paraphernalia possession, use or under the influence of or intent to distribute. • Explosives possession including combustible liquids • Fireworks • Homicide • Inciting student misbehavior • Robbery • Threats/Intimidation towards Staff • Terroristic Threats • Kidnapping • Motor vehicle theft • Sexual battery • Sexual offense • Weapon possession – firearm • Weapon possession – knife • Weapon possession – other 	<p style="text-align: center;"><u>Level 3 Consequences</u></p> <p>A discipline tribunal will hear the offense(s) after initial investigation is completed, and school administrators assign temporary consequences (suspension). Students engaging in felonious behavior that would be referred to the Judicial System will be suspended for ten days and referred to a disciplinary tribunal.</p> <p>A fight resulting in significant bodily harm will result in 10 Days OSS and a referral to a disciplinary tribunal.</p> <p>Intentional physical attack with the intent to cause bodily harm resulting in injuries or any physical attack on school personnel.</p> <p>Level Three Offenses are so serious in nature that offenses will be cumulative in grades 6-12 or 12 years old or older. All Level Three Offenses shall be grounds for long-term suspension or expulsion</p> <p>*See O.C.G.A. 20-2-751.5©</p> <p>Any off campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student’s continued presence at a school a potential danger to persons or property at the</p>

school or disrupts the educational process will result in alternative placement until the case is adjudicated (O.C.G.A. 20-2-768)

PHYSICAL VIOLENCE

Immediate suspension and automatic referral to the disciplinary tribunal will occur if a student is alleged to have committed an act of physical violence against a teacher or other school personnel; expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by tribunal if a student intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself as provided in Code Section 13-3-21; or, the board may authorize a student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade eight, then the Board upon recommendation of the tribunal may permit the student to re-enroll in regular programs for grades nine through 12; and provided further that the Board does not operate an alternative educational program for grades kindergarten through grade eight, then the board may permit a student in kindergarten through grade eight who commits such an act to re-enroll in the public school system. The student shall be referred to Juvenile Court with a request for a petition alleging delinquent behavior. Possible punishments include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

Parents and students should contact the principal of the school if specific questions arise related to the Student Behavior Code.

Each school's Code of Conduct specifies within its standards of behavior violations which may result in a school staff member's request that a parent or guardian come to school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent/guardian of the disciplinary problem. The principal shall invite the parent/guardian to observe the student in a classroom situation and request at least one parent/guardian to attend a conference for devising a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent/guardian to attend a conference for devising a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent/guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent/guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent/guardian who willfully disobeys and order of the court under this law.

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
- 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/shirts, 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.
- Form fitting garments such as bicycle pants, aerobic outfits, leggings, 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 (No higher than 3 inches above the knee).
- In addition to dresses, skirts, and trousers, students may not wear shorts that are **higher than 3 inches above the knee**.
- 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. Extremely oversized garments are not permitted for safety reasons. Student's **pants and jeans should not reveal any of their skin from cuts or frays in any area 3 inches above the student's knees (Same as rule for clothes length)**.
- 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.
- Hats or other head coverings are prohibited, both male and female, unless required for documented health or religious reasons, or for designated hat days. Head coverings not permitted include but not limited to: Bandanas, Do-rags, Hoods, Baseball caps, hats, stocking caps.
- Pajamas/lounging pants are not permitted, as well as house slippers unless it is a designated pajama day.

Note: We have a clothes rack in the office. We give students the option to change into clothes from the office- many are new, all are clean (would love donations). If a student cannot find a change of clothes, he/she will need to call home and get a change of clothes. If a student cannot get a change of clothes, he/she will sit in ISS until proper clothing is provided. Unless it is a continual problem, we will not issue behavior points. That will be at the discretion of the

administration. **Students displaying continual dress code violations will not be allowed to correct violations after the second offense. A third offense will warrant one day of ISS.**

ELECTRONIC COMMUNICATION DEVICE PROCEDURES/CELL PHONES

Clifton Ridge Middle School is not responsible for any lost, stolen, or damaged electronic communication devices brought on school campus or to a school activity. Electronic devices are considered a restricted item and students are encouraged to leave these items at home, unless they are involved in after school activities.

- Definition of Electronic Communication Devices (ECD). ECD includes but is not limited to the following: cell phones, headphones, airpods, Smart Watches, video and musical devices, cameras, Bluetooth devices or any other ECD. They are considered a distraction to instruction. Students are not permitted to use their personal ECD during the school day.
- A student will be considered in violation of the ECD policy if he/she is in possession of or using an ECD during instructional time. Cell phones must be turned in to school personnel each morning during homeroom and will be returned at the closing of the school day. Refusal to turn in cell phones will result in an office referral and parental contact. ***See ECD procedures below.**
- In addition, no student shall photograph, videotape, record, reproduce, capture, transmit, upload via any ECD, another student, staff member or test/class information while on district property, without the expressed prior permission of the student or staff member. Students are prohibited from using ECDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated (see JCBOE- Harassment, Intimidation or Bullying policy).
- For the purpose of this ECD procedure, the school day begins when the student arrives on campus and continues until the final dismissal bell. Violations of this procedure: School administrators shall handle violations of this procedure in accordance with the rules specified in this ECD procedure below.
- ECDs are not allowed for CRMS student personal use throughout the school day. The school day is defined as when students enter the building to when the students exit the school campus via car or bus. **Students who bring ECDs must bring them in their backpacks in the off position, and turn them in to designated personnel during homeroom. Devices will be stored in a secure location during the school day.** If a student is found to have not turned in their device, or found to be using an ECD at any time during the day, school employees are directed to ask the student for the ECD. The student should give the teacher the device promptly. Should the student refuse, an Administrator will be called and at that time, the Administrator will ask for the device. If the student gives the phone to the Admin, he/she will spend one day in ISS for refusing to give it to the teacher/staff member. If the student refuses to give the device to an Admin, the student's parent/guardian will be contacted, and the student will be sent home for the remainder of the day. If it occurs at the end of the day, the student will also serve ISS on the following day.
 - 1) First offense: If a student demonstrates appropriate behavior in response to the ECD being taken, he or she will be given a warning. The device will be kept in the office until the end of the school day. Upon which the student will be given the device by a teacher or administrator.
 - 2) Second offense: The student will receive appropriate disciplinary action based on the school's plan. The device will be confiscated and kept in the school's vault until **a parent or guardian picks up the ECD** between the hours of 7:30 am and 3:45 pm in the front

office and the student will receive appropriate disciplinary action.

- 3) For additional offenses: The student will receive appropriate disciplinary action based on the school’s plan. **The ECD will not be allowed back on campus for the remainder of the school year.**

A certified letter will be sent to the address on file for all ECDs remaining at CRMS on the last day of school. A parent/guardian will then have 10 business days to pick up the ECD. ECDs remaining at CRMS will be turned over to the Sheriff’s Department for appropriate disposal.

Clifton Ridge Middle School

Classroom Discipline Plan

Clifton Ridge Middle School has incorporated the following point system to monitor and address behavior infractions. Please note that parents are an important part of this process for it to be successful. CRMS teachers and administration staff strive to build relationships with students and parents and work to guide students through the challenges of the middle school years. Additional information concerning the school wide discipline plan and expectations of behavior are detailed in the student handbook. All parents and students are required to familiarize themselves with the contents of the student handbook. Questions may be referred to school administration. The following details the action steps once a student has received a behavior point. Points will start over at “zero” at the end of each 9 weeks. There will be celebrations and acknowledgements for students at the end of each 9 weeks who have not accumulated any behavior points. Please note that points are given to students **AFTER** they have already received verbal warnings for the student to change the behavior.

Point	Action Step
1	Break Detention
2	Break Detention
3	<ul style="list-style-type: none"> a. Phone Call to Parent b. After School Detention c. Reflection sheet to be completed by student
4	Break Detention
5	Break Detention
6	<ul style="list-style-type: none"> a. Parent Called b. After School Detention c. TEAM COURT – meeting with student, teachers, and administration to discuss repeated behavior. Notes will be sent home for parent signature. Parent may request to be a part of the team court.
7	Break Detention
8	Break Detention
9	<ul style="list-style-type: none"> a. Major Office Referral – ISS for 1 day (the following day) b. Parent Called c. TEAM COURT- See Above

10	Break Detention
11	Break Detention
12	<ul style="list-style-type: none"> a. Major Office Referral – ISS for 2 days (following 2 days) b. Parent Called c. TEAM COURT – Parent attendance required with administration
13	Break Detention
14	Break Detention
15	<ul style="list-style-type: none"> a. ISS for 3 days or OSS for 1 day b. Parent Conference c. Behavior Contract AND Tier II Behavior process implemented
	Additional Behavior Infractions from this point may result in a referral for a tribunal and possible placement in the Jones County Achievement Academy.

PROGRESS REPORTS

All students in grades 3-12 will be issued detailed progress reports every 6 weeks. Students in grades 6-12 should sign a roster for receipt of progress reports. Students will be responsible for returning signed progress reports within 2 days of receipt. This procedure may be due to change with having student progress reports and report cards displayed in our school system's Infinite Campus Portal.

PLACEMENT AND PROMOTION

Grade placement is determined by the overall academic and social progress of the student, with emphasis placed on the mastery of reading and math skills. Placement decisions for third, fifth, and eighth grade may also be determined by the Georgia Milestones end-of-grade Assessment. Students entering Jones County Schools from private or home study schools may be evaluated to determine appropriate placement. Initial placement is temporary until such assessment is completed. Conferences are held in late spring to discuss placement of students who are not meeting minimum promotion requirements. Local and state requirements for promotion are followed in deciding appropriate grade placement.

BULLYING/HARASSMENT

The Jones County Board of Education takes bullying and harassment seriously. As a school community, we believe all students can learn in a safe school environment. Therefore, behavior that infringes on the safety of students will not be tolerated. To carry out our duty of providing all students with a safe environment in which to learn, grow and develop, we are committed to continually reviewing and implementing practices that will create a positive learning environment.

Bullying Defined Per O.C.G.A. 20-2-751.4

As used in this Code section, the term "bullying" means an act 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 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 such electronic act originated on school property or with school equipment if the electronic equipment:

- 1) is directed specifically at students or school personnel,
- 2) is maliciously intended to threaten 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.

For purposes of this Code Section, 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, photoelectronic or photo-optical system.

REPORTING A BULLYING INCIDENT

A parent, guardian, student, or citizen who has a bullying or harassment concern should notify (verbally or in writing) an administrator, school counselor, teacher, bus driver, or other personnel at the school as soon as practicable but preferably within 30 days. After the concern has been submitted, the principal, assistant principal, or principal's designee will launch an investigation, and the parents of all parties will be notified within three school days after the completion of the investigation.

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 contact 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

‘Clubs and organizations’ mean 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.

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,
- In route to and from school, or
- Off the school grounds while the student attends 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.

DRUG SEARCHES

Random/unannounced school-wide drug searches are conducted by the school with assistance from local law enforcement agencies. In conclusion, the misbehaviors and consequences for Levels 1, 2, and 3, may be any or all of those listed for each level, or others allowed by Board Policy. The items in each list are neither exclusive, exhaustive of behaviors and/or consequences that may result in disciplinary action. Please note that Level 2 and 3 violations require the teacher to refer the student committing the misbehavior to the principal or designee for the relevant discipline.

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: Charlotte Foskey

- Title IX Coordinator: contact BOE
- 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.

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 if you do not want 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 if you do not want your child's photo and name used in the school's public relation events.

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 Every Student Succeed Act (ESSA) the Jones County School System informs parents that you may request the following information:

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

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.

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 CRMS for the upcoming school year. School Council meetings are open to the public. Meeting dates will be posted on the school calendar. Minutes from each meeting will also be available to the public upon request.

STUDENT SERVICES

SUDENT SUPPORT TEAM/Section 504:

Students who demonstrate continual need for assistance with academic and/or behavioral issues will be referred to the SST Coordinator, Dr. Stephanie Leggett (sleggett@jones.k12.ga.us). 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 Rebekah Taylor (rebekah.taylor@jones.k12.ga.us); however, a grievant 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.

HOSPITAL HOMEBOUND (H/H) INSTRUCTIONAL SERVICES

Hospital/Homebound refers to students who are medically prevented from normal school attendance based on certification of need by the licensed physician or licensed psychiatrist who is treating the student for the diagnosis. For more detailed information, please contact your child’s counselor. Guidance and Counseling: **CRMS Counselor Rebekah Taylor at rebekah.taylor@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. Mellissa Skinner, Lead Teacher for PEC at miskinner@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:

- Teacher or other professional staff knowledgeable about the student
- Automatic referral based on standardized test results
- Parent
- Student
- 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. Contact Rebekah Taylor for more information. rebekah.taylor@jones.k12.ga.us

CAREER AND TECHNICAL EDUCATION PROGRAM

The Jones County School System offers the following career and technical education classes for 8th graders at CRMS.

- Agriculture
- Business & Computer Science

These programs follow the system's policies of nondiscrimination based on race, color, religion, national origin, sex, age, and disability. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact the CRMS administration.

Makeup, Missing, and Re-doing Assignments

Procedure for makeup assignments

In the event of a student absence, the student and teacher share responsibility to communicate regarding any missing work. Assignments due along with due dates for submission should be established within 5 days of the student's return to school. Students should be allowed a minimum of 3 days per day absent to complete missing work. The principal, on an individual basis, shall determine time allotted for make-up work for students with extended absences.

Missing assignments

Students will have 10 days from the day the progress report is received by the student to complete any missing work. (Assignments on the first progress report must be made up within ten days of that progress report. Assignments on the second progress report which were not on the first may be made up within ten days after the second progress report and so on throughout the year.) After the 10 days, teacher are not required to allow students to turn in missing work.

Re-Dos

Jones County Schools 6-12 Redo Protocol

- Students may redo six daily assignments and two test assignment per semester (Aug – Dec and Jan – May).
- Redos are only allowed after completion of the initial assignment. Simply writing a name on the paper and turning it in or marking random answers does not constitute completion.
- Redo assignments must be made up within ten days of each progress report. (Assignments on the first progress report must be made up within ten days of that progress report. Assignments on the second progress report which were not on the first may be redone within ten days after the second progress report and so on throughout the year.)
- There will be no redo assignments during the last week of school.
- Students must submit Redo Request Form signed by student for approval.
- Teachers will schedule redo times.
- The higher grade (original or redo) will be the grade that is recorded.

Makeup work for absences is different from redo. Refer to Student Handbook for Makeup Policy.

Exam Exemption

6th – 8th grade students who score a 3 or 4 on GMAS may exempt the final exam in that content area. Exam will be marked exempt.

Middle School Grade Weights FY22- 23

Sixth and Seventh Grade

Daily – 20%
Formative Assessments – 30%
Summative Assessments – 40%
Exam – 10% {One at end of Year}

Eighth Grade

Daily – 15%
Formative Assessments – 30%
Summative Assessments – 40%
Exam – 15% {One at end of Year}

Connections

Daily/Formative Assessments – 50%
Summative Assessments – 40%
Exam – 10%

Academic Support

60 minutes task time - #mins/60
Quiz/Lesson grades
PBIS Participation

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 plan 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.

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

During this time all student breakfast and lunch meals are free of charge. Should meal prices return to normal the following guidelines will be in effect: 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.

31-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. Student meal prices will be given at the appropriate time.

	Breakfast	Lunch
Adults	\$2.50	\$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 are 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.

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 CRMS Manager, Mrs. Lynn Haralson at lharalson@jones.k12.ga.us or (478) 743-8281.

JCSS BUS DRIVER STUDENT BEHAVIOR MANAGEMENT PLAN

MINOR OFFENSES

When dealing with **minor** rule infractions, all bus drivers will follow and document the steps taken in the 3-step process before submitting a referral for local school administrative action.

1. PREVENTION

a. Mandatory seat assignment

- i. Permanent assignments should be made during the first week of transportation.

b. Reading of school bus rules

- c. **Verbal reminder**
 - i. Remind the student of the bus rule(s) not being followed.
- 2. **INTERVENTION**
 - a. **Speak individually with student**
 - i. Remind student of expectations based on bus rules.
 - b. **REASSIGN BUS SEAT**
 - i. Separate students involved in inappropriate behavior.
 - c. **COMMUNICATION WITH PARENT/GUARDIAN**
 - i. Bus manager attempts to notify parent by phone or with a written notice of the student's inappropriate behavior and requests assistance in retaining safe transportation for everyone.
- 3. **CONSEQUENCE**
 - o **JCSS Bus Discipline Form submitted to school administrator**

MAJOR OFFENSES

Will be referred to the Administrator of the student's school.

JCSS SCHOOL BUS RULES

(Posted on all buses and printed in all school handbooks)

- 1) Students will follow directions of the driver.
- 2) Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
- 3) Students will wait in an orderly line and avoid playing.
- 4) Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- 5) Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
- 6) Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
- 7) Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- 8) Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- 9) Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
- 10) Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
- 11) Students will not extend head, arms, or objects out of the bus windows.
- 12) Students will be totally silent at railroad crossings.
- 13) Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
- 14) Students must provide a written note, signed by a parent/guardian to the school and a school official will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
- 15) Students will keep their bus clean and in good, safe condition.

- 16) Students shall be prohibited from using any electronic devices with or without headphones/earbuds during the loading and unloading of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones/earbuds with an audio system on a case-by-case basis as long as students are seated on the bus in transit but not while loading and unloading.
- 17) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

SCHOOL BUS LOADING AND INFORMATION SHEET
SCHOOL BUS LOADING PROCEDURES

For Safety Purposes: Be at the bus stop approximately 5 minutes before bus is to arrive.

Students crossing the street or highway should:

- 1) Stay on your side of the road until the bus comes.
- 2) Stay at least 12 feet away from the edge of the road.
- 3) Wait for the bus to stop and for your driver to signal when it is safe to cross.

Stop walking at the edge of the road. The stop arm is asking the cars to stop, but they may not stop. YOU must look both ways for moving cars. If a car is moving, do not step into the road. When it is OK...

- 4) Continue to look both ways for moving cars as you walk straight across the road.
- 5) Cross 12 feet in front of the bus and be sure your bus driver can see you. Look for moving cars, be careful in the danger zone and promptly board the bus.
- 6) Use the handrail and Go directly to your seat.

Students not needing to cross street or highways should:

- 1) Stay on your side of the road until the bus comes.
- 2) Stay at least 12 feet away from the edge of the road.
- 3) Wait for the bus to stop and for the door to open.
- 4) Do not step towards the bus until YOU look to be sure all traffic has stopped. The stop arm is asking the cars to stop, but they may not stop. If you see a car moving, do not move forward until it has stopped. When it is OK . . .
- 5) Continue to look in both directions for moving cars as you walk straight towards the door. Be sure your bus driver can see you.
- 6) Stay away from the front and rear bus tires and promptly board the bus.
- 7) Use the handrail and Go directly to your seat.

Emphasize that students should never try to retrieve dropped items near the bus without first telling the driver. If your student misses the bus on the morning trip, please call the transportation office. We will help arrange where to meet the bus. They will have to cross in front of the bus. Please do not allow them to come from behind the bus. The DRIVER can NOT see them.

Students shall be prohibited from using any electronic devices with or without headphones/earbuds during the loading and unloading of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones/earbuds with an audio system on a case-by-case basis as long as students are seated on the bus in transit but not

Jones County School System
 Transportation Department
 237 Railroad Street
 Gray, GA 31032
 478-986-6373 Office or 478-986-2021 Fax

EMERGENCY EVACUATION PROCEDURES

(For additional information, contact your Transportation Office)

All students transported on JCSS school buses are required to receive instruction in emergency evacuation procedures. Bus drivers will read aloud to students the emergency evacuation procedures on the first day of school and will conduct monthly simulated evacuation drills to reinforce the safety of students being transported.

Students are to be evacuated from the bus only when they are in more danger on the bus than they would be outside the bus. Parents, teachers, and school administrators are urged to help instill in students the importance of participating in the simulated bus evacuation drills and taking the drills seriously. A minimum of one physical drill will be performed annually.

Guidelines that students are required to follow during an emergency evacuation:

- 1) Students should leave all personal items on the bus.
- 2) Students should unload one seat at a time.
- 3) If possible, students are to exit through the front and rear doors simultaneously.
- 4) Students seated in front of the red line will exit through the front door. All students should follow helper # 1, who will open the front door and lead students at a 45-degree angle away from the door side of the bus.
- 5) Students seated behind the red line will exit from the rear emergency door. Helper #2 will open the emergency door, exit, and hold the door open.
- 6) Helpers #3 and #4 will exit the bus; hold one arm upward making a fist for the other students to hold on to for balance as they bend their knees and jump to the ground from the rear exit. (This procedure is for middle and high school students only.)
- 7) **All elementary school students** should **sit down**, hold helpers' fist, and scoot down to the ground. Students in other grade levels may choose to sit down to exit the rear of the bus.
- 8) If students cannot exit through the rear door, everyone should exit via the front door of the bus.
- 9) If students cannot exit through the front bus door, everyone should exit through the rear door.
- 10) After evacuating the bus, students should move 100 feet away and stay together until permission is given by a police officer or a person from JCSS to leave the area.

Additional ***Emergency Exits*** include:

- 1) Roof hatch
- 2) Side push out windows
- 3) Windshields and other windows encased in black rubber gaskets

STUDENT BUS STOP ASSIGNMENT

Students are automatically assigned to the bus stop closest to the home address. Students that do not use their assigned stop will be given a letter to the parent that will inform the parent that their child is using a stop other than the assigned stop. Students should arrive at their bus stop 5 minutes prior to the bus arrival and wait 12 feet from the stop. Any student not at bus stop three days in a row will not be picked up until a call is made to the Transportation office.

ALTERNATE BUS STOP REGISTRATION

Parents are required to register students for alternate transportation when the student is to be transported daily by a JCSS bus to a location other than the home address bus stop. The most

common reason for alternate transportation is childcare, either to a day care center or to the home of a private provider where alternate transportation is required all 5 days of the week. In order to schedule transportation for students who need to be picked up and/or delivered to an alternate location, schools must receive a *written note from* the parent/guardian. When school receives note from parent or guardian, they will then issue a bus note for the student.

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 **1:00 pm to allow sufficient time to notify student**. 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..

CYBERSAFETY USE POLICY

FOR JCSS STUDENTS



This document is comprised of this cover page and four sections:

Section A: Introduction

Section B: Cybersafety Rules for JCSS Students

Section C: Cybersafety Agreement for JCSS Students

Section D: Non-Use Agreement

Instructions for parents*/caregivers/legal guardians

1. Please read all sections carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss these cybersafety rules with your child.
3. If you **do not** agree with this agreement and choose not to allow your child to use JCSS technology, please sign the Non-Use Agreement Form (see Section D) and return that page to the school office.
4. Please keep sections A, B, and C for future reference.

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

SECTION A

INTRODUCTION

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

Students will receive instruction in appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. This training is designed to provide the knowledge and skills necessary to create awareness and provide education about digital citizenship to K-12 students.

All students will be issued with document. If a non-use agreement (see Section D) **is not** returned to the school, students will be allowed to use the school technology equipment/devices.

SECTION B

CYBERSAFETY RULES FOR JCSS STUDENTS

As a safe and responsible user of technology I will help keep myself and other people safe by following these rules:

1. I cannot use school technology equipment until my parent(s) and I have received and read this cybersafety policy.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.

3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any technology material or activity which might put myself or anyone else at risk (e.g., bullying or harassing).
5. I will not at any time use technology to upset, offend, harass, bully, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. While at school, I will not access, or attempt to access, inappropriate, age-restricted, or objectionable material.
7. I will not make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I accidentally access inappropriate material, I will:

<ol style="list-style-type: none">1. Not show others2. Turn off the screen or minimize the window and3. Report the incident to a teacher immediately
--
9. I will not download any files such as music, videos, games, or programs without the permission of a teacher. This makes sure the school complies with Copyright laws. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I will not connect any device (such as a USB drive, camera, or phone) to, or attempt to run any software on, school technology without a teacher's permission. This includes all wireless technologies.
11. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, and photos.
12. I will respect all technology systems in use at school and treat all technology equipment/devices with care. This includes:
 - Not intentionally disrupting the operation of any school technology systems
 - Not attempting to hack or gain unauthorized access to any system
 - Following these school cybersafety rules, and not joining in if other students choose to be irresponsible with technology
 - Reporting any breakages/damage to a staff member.
13. I understand that the school may monitor traffic and material sent and received using the school's technology network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
14. I understand that all these rules apply to any privately owned technology equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity.
15. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

SECTION C

JCSS CYBERSAFETY POLICY

To the student and parent/legal guardian/caregiver, please:

1. **Read this page carefully** to check that you understand your responsibilities under this policy
2. **Keep the document for future reference**

We understand that JCSS Schools will:

- Do their best to keep the school cybersafe, by maintaining an effective cybersafety program. This includes working to restrict access to inappropriate, harmful, or illegal material on the Internet or school technology equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in this policy
- Keep a copy of this policy on file
- Respond appropriately to any breaches of this policy
- Provide members of the school community with cybersafety education designed to complement and support the cybersafety initiative
- Welcome inquiries from students or parents about cybersafety issues.

Student responsibilities include:

- I will read this cybersafety policy carefully
- I will follow these cybersafety rules and instructions whenever I use the school’s technology
- I will also follow these cybersafety rules whenever I use privately-owned technology on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school technology. I know that if I have been involved in the damage, loss or theft of technology equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask the Media Specialist if I am not sure about anything to do with this agreement.

Parent responsibilities include:

- I will read this cybersafety policy carefully and discuss it with my child so we both have a clear understanding of their role in the school’s work to maintain a cybersafe environment
- I will encourage my child to follow these cybersafety rules and instructions
- I will contact the school if there is any aspect of this policy I would like to discuss.

SECTION D
NON-USE AGREEMENT

Please detach and return this section to school if you **do not** agree with this agreement and choose **not to allow** your child to use JCSS technology.

I have read this cybersafety policy and I am aware of the school’s initiatives to maintain a cybersafe learning environment. However, I do not wish for my child to be able to use technology.

Name of student: **Student’s signature:**

Name of parent/caregiver/legal guardian:

Parent's signature: Date:

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

CYBERSAFETY USE POLICY

FOR JCSS STAFF



This document is comprised of this cover page and two sections:

Section A: INTRODUCTION AND INITIATIVES

Section B: CYBERSAFETY RULES FOR JCSS STAFF

Section C: EMPLOYEE REQUIREMENTS REGARDING STUDENT CYBERSAFETY

Section D: EMPLOYEE ACCOUNTS AND REMOTE ACCESS

SECTION A

INTRODUCTION AND INITIATIVES

The overall goal of the school system in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school system, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school system environment.

School staff members will receive IT Security Awareness Training to be better informed and aware of threats to their personal information security. This yearly training will be delivered to all employees during pre-planning days to cover basic IT security awareness including maintaining password security, securing unattended logged in devices, and recognizing SPAM and phishing emails. The Technology Department will send out quarterly emails to reinforce the information delivered during pre-planning.

School staff members will also be provided with a curriculum to deliver to the students which is designed to provide the knowledge and skills necessary to create awareness and provide education about digital citizenship to K-12 students.

SECTION B

CYBERSAFETY RULES FOR JCSS STAFF

1. All employees, *whether or not* they make use of the school system's computer network and technology equipment/devices in the school system environment, will obey the cybersafety agreement.
2. The school system's computer network and technology are for educational purposes appropriate to the school system environment. Employees may also use school system technology for professional development and personal use which is both reasonable and appropriate to the school system environment. This applies whether the technology equipment is used on *or* off the school site.
3. Any employee who allows another person to use the school technology, is responsible for that use.
4. The use of any school system technology or privately-owned technology in the school system, or at any school system-related activity must be appropriate to the school system environment. Users must not initiate access to inappropriate or illegal material or save or distribute such material by copying, storing, printing, or showing to other people.
5. Users must not use any electronic communication (e.g., email, text) in a way that could cause offense to others or harass, bully, or harm them, put anyone at potential risk, or in any other way be inappropriate to the school system environment.
6. Employees are reminded to be aware of professional and ethical obligations when communicating via technology with students and parents outside school hours.
7. Users must not attempt to download, install, or connect any software or hardware onto school system technology equipment, or utilize such software/hardware, unless authorized by the Technology Department.
8. All material submitted for publication on the school system website/intranet/social media accounts should be appropriate to the school system environment. Such material can be posted only by those given the authority to do so by their administrator.
9. All school system technology should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the Technology Department.
10. All users are expected to practice sensible use to limit waste of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads, or downloads.
11. The users of school system technology equipment and devices must comply with the Copyright laws and any licensing agreements relating to original work.
12. Passwords must be strong, kept confidential and not shared with anyone else. District passwords must meet the following criteria:
 - Not contain the user's account name or parts of the user's full name that exceed two consecutive characters

- Be at least six characters in length
 - Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
 - Not be the same as user's last 3 passwords
 - Not be more than 180 days old
13. Users should not allow any other person access to any device logged in under their own user account.
 14. The principles of confidentiality and privacy extend to accessing, inadvertently viewing, or disclosing information about employees, or students and their families, stored on the school network or any technology device.
 15. Any incidents involving the unintentional or deliberate accessing of inappropriate material by employees or students must be recorded with the date, time, and other relevant details. If an incident involves inappropriate material or activities of a serious nature (including harassment, bullying, or harm to another individual), or is suspected of being illegal, it is necessary for the incident to be reported to their administrator IMMEDIATELY.
 16. The school system may monitor, and filter traffic and material sent and received using the school system's technology infrastructures. Users must not attempt to circumvent filtering or monitoring.
 17. A breach of this use policy may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, antisocial activities such as harassment or misuse of the school system technology in a manner that could be harmful to the safety of the school system or call into question the user's suitability to be in a school environment.
 18. If there is a suspected breach of the use agreement involving privately-owned technology on a school system site or at a school system-related activity, the matter may be investigated by the school system. The school system may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.

SECTION C

EMPLOYEE REQUIREMENTS REGARDING STUDENT CYBERSAFETY

1. Employees have the professional responsibility to ensure the safety and welfare of children using the school system's computer network and technology devices on the school system site or at any school system-related activity.
2. If employees are aware of any students who have not received a copy of the cybersafety agreement, their names should be reported to the principal.
3. While students are utilizing technology in the school, the supervising employee should be an active presence.
4. Employees should support students in following the Student Cybersafety Use Agreement. This includes:
 - a. Verifying that all students in their care understand the requirements of the student agreement.
 - b. Regularly reminding students of the contents of the use agreement and encouraging them to make positive use of technology.
 - c. Providing digital citizenship lessons to the students.

SECTION D

EMPLOYEE ACCOUNTS AND REMOTE ACCESS

Process for requesting, granting, modifying, & removing user accounts:

- District network and email user accounts are created, modified, and removed by the Technology Department upon receipt of the Personnel Recommendations form that is distributed after each monthly school board meeting.
- Any account creation, modification, or removal of accounts that takes place outside of this process is performed by the Technology Department at the direction of the Assistant Superintendent in charge of Human Resources.

Remote Access Policy

- Any user request for remote network access is submitted to the Assistant Superintendent in charge of Human Resources. Upon approval, access is granted by the Technology Department.
- Remote access is removed by the Technology Department upon receipt of the Personnel Recommendations form if that user has left the system or upon direct request from the Assistant Superintendent in charge of Human Resources.