



STUDENT HANDBOOK

2022 – 2023

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ACCREDITED BY:

SACS ~ Southern Association of Colleges & Schools

GAC ~ Georgia Accrediting Commission



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EXPECTATIONS

Wildcats Are...



Expectation	Classroom	Hallway	Lunchroom	Restroom	Playground	Gym/Assembly	Media Center
Respectful	Enter and leave quietly Follow adult directions and volume signals Appreciate others	Give others space. Hands to yourself.	Stay in your space, facing forward. Follow adult directions and volume signals.	Keep hands and eyes to yourself. Flush toilet.	Take turns. Include others.	Listen attentively. Follow volume signals.	Quietly find books. Follow adult directions.
Responsible	Be actively engaged in learning Listen attentively Come to class prepared	Walk quietly. Get where you are going.	Get it. Eat it. Clean it. Trash it. Come and go quietly Bring your ID card	Wash and dry your hands. Stash the trash.	Stash the trash. Whistle blows—time to go.	Come and go quietly. Legs criss-crossed, hands in lap.	Use your library card as a shelf marker. Get books on your level.
Safe	Use supplies and materials appropriately Stay in assigned area Keep hands and feet to yourself	Face forward and watch where you are going Walk to your destination	Eat your own food Watch for and report spills Carry tray with both hands	Keep facility clean and dry Report problems to teacher	Use equipment properly Report problems to the teacher on duty Keep hands and feet to yourself	Wait and follow adult directions Stay in your personal space	Enter and exit quietly Wait your turn Keep hands and feet to yourself

Jones County Schools 2022-2023 Calendar

July 26 – August 1	Tuesday - Monday	Pre-Planning Days
August 2	Tuesday	1st Day of School
September 5	Monday	Labor Day Holiday
October 7	Friday	Distance/Professional Learning Day
October 10-14	Monday - Friday	Fall Break
November 21 – 25	Monday – Friday	Thanksgiving Holidays
December 16	Friday	Professional Learning Day
December 19-30	Monday – Friday	Christmas Break
January 2	Monday	Planning Day/Student Holiday
January 3	Tuesday	Students Return to School
January 16	Monday	M.L. King Holiday
February 16	Thursday	Distance/Professional Learning Day
February 17, 20	Friday - Monday	Presidents' Day Holiday
April 3 - 7	Monday - Friday	Spring Break
May 23	Tuesday	Last Day of School for Students
May 24 – 26	Wednesday - Friday	Post-Planning Days
May 29	Monday	Memorial Day Holiday

SCHOOL HOURS

Office Hours – 7:15 a.m. - 4:00 p.m.

Student Arrival/Drop-off begins at 7:15 a.m. – No students in the building before this time.

Breakfast – Begins at 7:30 a.m.

*(If buses are running late, bus students are still given the opportunity to eat breakfast.)
(Car riders wishing to eat breakfast should report to the cafeteria by 7:35 a.m.)*

First Bell – 7:50 a.m.

Tardy Bell – 7:55 a.m. *(Students must be in class when the tardy bell rings.)*

Announcements & Moment of Reflection – 7:55 a.m.

Bus Dismissal – 2:40 p.m.

Student Pickup Dismissal (Cars & Day Care) – Will begin once buses leave campus.

WeeKare – 2:45-5:45 p.m.

***ANY CHANGES TO THE WAY YOUR CHILD WILL GO HOME, MUST BE COMMUNICATED TO THE SCHOOL NO LATER THAN 1:00 P.M. ON THE DAY OF THE CHANGE.**

HAND-WRTTEN NOTES (SENT BY STUDENTS) TO TEACHERS ARE PREFERRED OVER PHONE CALLS TO THE SCHOOL OFFICE.

LATE NOTIFICATION OF CHANGES MAY RESULT IN NON-DELIVERY OF MESSAGES.

Revised 8/3/2022

THE JONES COUNTY SCHOOL SYSTEM PURPOSE STATEMENT

SUCCESS FOR ALL **through academic Achievement, responsible Behavior, and an engaged** **Community**

JCSS VISION

JCSS 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.

OUR CORE 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 **T**rust among stakeholders is 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.

The handbook is published to familiarize parents and students with policies regarding the care and procedures for children during the school year. Please read and discuss the information contained in the handbook with your child.

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

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

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

Note: Most schools publish photos and/or articles regarding students in the local paper, print a yearbook, display student work w/info 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.

Revised 8/3/2022

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: Leslie Poythress (478)986-3032

Title IX Coordinator: Dr. Trevis Killen (478)986-3032

Title VI Coordinator/Section 504/ADA Coordinator: Dr. Lauren Sheffield (478)986-3032

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.

RIGHT-TO-KNOW TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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.

In compliance with the requirements of Every Student Succeeds Act, parent may request the following information:

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

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

Dames Ferry Elementary School	Mr. Wes Cavendar	(478) 986-2023
Gray Elementary School	Mrs. Kimberly Jones	(478) 986-6295
Turner Woods Elementary School	Mr. Jeff Tharpe	(478) 986-2222
Mattie Wells Elementary School	Mrs. Gwinnette Hudson	(478) 742-5959
Clifton Ridge Middle School	Mr. Dennis Woolfolk	(478) 743-5182
Gray Station Middle School	Mrs. Leigh Ann Knowles	(478) 986-2090
Jones County High School	Mr. Lance Rackley	(478) 986-5444

Every handbook has a signature page and both the parent/legal guardian and student signs and dates to acknowledge that they have read and understand the policies, procedures, and protocols listed in the school's handbook and that they will be held accountable to the policies, procedures, and protocols as set forth in the school's handbook.

Also, if a student has been assigned to or has been taught for twenty or more consecutive school days by a teacher who does not meet the districts required professional qualifications, parents are provided a timely notice. The Title IIA Director also suggests this letter for any person who fills a teacher's position for an extended period. This is to support effective parent communication. Fortunately, retired teachers are most often used to fill long-term substitute situations. The Title IIA director carefully tracks when a teacher is going to be out for four or more weeks and works closely with the principals to ensure that the best long-term substitute is secured.

FACULTY CREDENTIALS AND CERTIFICATION

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

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;
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.

ADMISSION POLICY FOR JONES COUNTY SCHOOLS

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

Required documents:

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

The following items are acceptable proofs of residency:

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

AND two additional proofs of residency to include:

1. Current utility bills (electric) or the initiation of service from a utility company in the name of the enrolling parent/guardian and
2. Car insurance statement with physical address and name of parent/guardian or
3. Bank statement with physical address and name of parent/guardian or
4. Recent paycheck stub with physical name and address of parent/guardian or
5. 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.

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.

CUSTODY ISSUES OF MINOR CHILDREN AND SCHOOL ATTENDANCE IN GEORGIA

Compulsory school attendance law requires that minor children attend school in the school attendance area where their parents or legal guardian resides. Generally, this policy is self-explanatory and simple to apply provided the child resides with both parents in the same household or in the home of a third person with an order of guardianship. This policy may be difficult to apply when the parents are separated or divorced, or the child is residing with a third person (grandparent, brother, sister, uncle, or aunt) and the third person does not have an order of guardianship. Generally, a child's residence is the residence of the parent possessing legal custody by order of a court or a third person possessing guardianship over the child by a court order. Absent a court order from the Superior or Juvenile Courts or Letters of Guardianship from the Probate Court, a non-custodial parent or third person may not enroll the child. In the case of parents who are divorced, or the parents have "relinquished custody" either voluntarily or through court order, the following statute (Code Section. 19-2-4) applies:

- (a) If a minor child's parents are domicile (residence)d in the same county, the domicile (residence) of that child shall be that of the parents. If a minor child's parents are divorced, separated, or widowed, or if one parent is not domicile (residence)d in the same county as the other parent, the child's domicile (residence) shall be that of the custodial parent. The domicile (residence) of a minor child born out of wedlock shall be that of the child's mother.
- (b) Where a child's parents have voluntarily relinquished custody of the child to a third person or have been deprived of custody by court order, the child's domicile (residence) shall be that of the person having legal custody of the child. If there is no legal custodian, the child's domicile (residence) shall be that of his guardian if the guardian is domicile (residence)d in this state. If there is neither a legal custodian nor a guardian, the domicile (residence) of the child shall be determined as if he were an adult.

By virtue of the court action in the divorce, the legal custody of the child(ren) remains the same unless subsequently modified by court order. Therefore, the school may not consider an agreement, in whatever form, including an affidavit, unless that agreement has been approved by the court and made into an order.

Custody Concerns:

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.

COMPULSARY 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 in schools 20 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.

Jones County Student Attendance Protocol

Level I

Two (2) Unexcused Absences

Parent/guardian will be contacted via email, phone call, or letter.

Level II

Five (5) Unexcused Absences

Principal's designee will request for the parent/guardian to sign an Attendance Contract.

Level III

Ten (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 the CHINS Committee.

Level IV

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.

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

Upon returning to school, students should complete makeup work within five (5) school days. Parents may pick up homework assignments in the school office.

The items listed below should be included on each written, emailed, or faxed excuse.

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

Excessive Excused Absences

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

Tardy/Early Dismissal

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

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

Medical Appointments

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

Military Family Deployment and Absences for Special Consideration

Jones County School System is supportive of our military families, especially during the difficult times of deployment. In an effort to ease the burden of our students who have a parent or legal guardian deploying or is on leave from overseas deployment to a combat zone or combat support posting, Jones County Schools will allow up to a total of five (5) days of excused absences each academic year. A student whose parent or legal guardian is currently serving or previously served on active duty in the military will be allowed up to a maximum of five (5) days per school year, not to exceed two academic years, to attend military affairs sponsored events, provided the student provides documentation prior to the absence from:

1. A provider of care at or sponsored by a medical facility of the United States Department of Veteran Affairs;
or
2. An event sponsored by a corporation exempt from taxation under Section 501(c) (19) of the Internal Revenue Code.

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

ARRIVAL AND DISMISSAL

Students who are brought to school by car should ***arrive no earlier than 7:15 a.m.***, as supervision of students begins at 7:15 a.m. Any student arriving after the tardy bell rings at 7:55 a.m. must be escorted into the building by a parent/guardian to sign in. Dismissal begins at 2:40 p.m. Car riders should be picked before 3:10 p.m.

CHANGE IN ROUTINE MODE OF TRANSPORTATION

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

- 1) Send written notification to the school

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

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

VISITORS

Persons having business on any school campus must first sign in with a school official in the front office. A Visitor's Pass will be issued to be used during the visit. Failure to follow this procedure constitutes criminal trespass. Parents are welcome at all times; however, it is imperative that parents follow visitation procedures as well. Parents who wish to consult with a teacher(s) and/or administrator(s) should call the office of the school to schedule a mutually agreeable date and time. Please make note that vehicles parked on any school campus are subject to search at all times.

To limit disruptions to classroom instruction, as well as the total number of visitors in a classroom at any one time, all classroom visitations must be scheduled in advance with the classroom teacher and a school administrator.

LUNCHROOM VISITS

Parents may arrange to eat lunch with their children after the first two weeks of school. Please call, in advance to arrange the visit so the teacher will know to expect you and the lunchroom staff can prepare extra meals.

CLASSROOM VISITS and CONFERENCES

Visits to classrooms must be pre-arranged with the child's teacher and notification given to the office. Conferences are encouraged and may be scheduled through the office or directly with teachers. We request you arrange conferences in advance so they may be scheduled at times that do not interfere with student instruction.

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 the school, they must obtain teacher permission. Parents can contact their school counselor at any time.

COMMUNICATION

School newsletters, family calendars, special events flyers, and grade-level information/student progress information will be sent home in the student's communication folder. Important information will also be posted on the school website. Parents are encouraged to communicate with teachers frequently. Communication may also be facilitated through phone calls, conferences, notes, and electronic means. The school will also use our One Call System to relay important information to family members.

PARENT ORIENTATION

Parent Orientation Nights will be held for each grade level during the first month of school. Family Members are encouraged to attend.

GRADING & REPORTING SYSTEM

Report cards are issued at the end of the school year. Signed papers are sent home regularly to be reviewed by parents. Student work is filed in student portfolios and parents may view portfolios at scheduled conferences. A progress report will be sent home at six-week intervals through the grading period. Attendance will be reported on the report card. Parents/Guardians are encouraged to contact teachers if they have questions or concerns about grading or attendance.

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 and fifth 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. Placement of kindergarten students will be done according to state and county guidelines. 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.

HOMEWORK

Homework is assigned as an extension of what has been taught in class. Parents/Guardians are asked to create a supportive learning environment at home and to monitor student work. Students are expected to complete homework assignments, as the teacher uses homework to monitor student understanding. Homework should be completed and ready for checking before the student arrives at school. Failure to complete homework may result in a consequence for students. When students do not have written homework, they are expected to review classwork and/or read. Reading to and with children is encouraged on a nightly basis.

FINANCES

Students will receive a receipt when purchasing major items such as a yearbook, lost book, field trip, etc. Returned checks must be paid within one week in the front office before 4:00 p.m. After a check has been returned, an individual must pay in cash or money order for all future items. A NSF of \$15.00 will be charged for all returned checks.

Payments for the WeeKare After-School Program must be made during the hours of the program's operation. Funds will not be accepted in the front office and should not be sent to school with students.

Parents will receive written or verbal notifications about outstanding debts. Failure to remit payment will result in the holding of student homeroom assignments, progress reports, report cards, and yearbooks. In

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addition, students with outstanding balances will be unable to attend WeeKare. Unresolved account balances will follow your child throughout their years in the Jones County School System and ultimately affect participation in his/her graduation ceremony.

Mattie Wells Elementary School will not take checks after May 1, 2022, until the opening of the following school year.

TELEPHONE AND ADDRESS CHANGES

Please notify the school immediately of a change in your address, telephone number, or person to contact in an emergency. **Please remember it is necessary that we be able to reach you at all times, at home or at work.**

TELEPHONE USE

Use of telephone by students is limited to emergency calls and school business only. **A note from the student's teacher is required before the telephone may be used.**

MEDIA CENTER

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

STUDENT ACCIDENT INSURANCE

Parents may purchase student accident insurance each school year. Information regarding plan premiums and coverages can be found on the school webpage and on the district webpage. A printed copy is available at the school by request.

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 in an effort to find someone to come for the child. Please assist the school by providing current emergency numbers to be used in the event that 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.

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.

School Illness and Injury

Sick student who are contagious MUST NOT be sent to school. To be considered non-contagious the student must be **fever-free for 24 hours (below 100.4 degrees)** and have no **vomiting or diarrhea for 24 hours**. When a student becomes ill, the parent/guardian MUST arrange for the student to be taken home.

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 he or she:

1. **Has had 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 up 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 - student will only be allowed to attend school if nit free.

***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, or until clear of lice and nits.

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.

Hospital Homebound

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.

Prescription and Over the Counter Medication Guidelines

Medications will **NOT** be transported on school buses. All medication must be brought to the school by the parent/guardian. The medications must be in the original prescription container (no baggies, foil, etc.). **Medications prescribed to be taken in the morning must be administered at home.** If a child must carry medications (e.g., inhalers for asthma, EpiPen, etc.), a written statement from the doctor **MUST** be presented and kept on file at all times. Please note do not ask your child to transport medicine. Drugs of any kind are dangerous in possession of children.

Medications to be given at school **MUST** be listed on the School Clinic Record, and on the Medical Authorization and Release form which is available from teachers and the school office. No prescription medication will be given at school without written signed consent from a parent/ guardian. Verbal consent is **NOT** a valid form of communication when the safety of children is at risk. If a child is to receive medication for longer than 20 days, the Medical Authorization and Release form **MUST** be signed by the prescribing physician.

It is the responsibility of the parent/guardian to inform the school of any changes. New medications or dosage will not be given unless a new form is completed. Medication is a parental responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication. Unused medication should be retrieved from the school office/Clinic within one week after the medication is discontinued; otherwise, the school will dispose of the remaining medication

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.

PHYSICAL EDUCATION

All students must participate in P.E. and Recess activities unless a medical excuse is provided. Suitable and child-appropriate dress and shoes should be worn every day (no high heels or clogs; no cleats; no flip flops; no shoes with wheels; shoes must have backs or straps; tennis shoes are strongly encouraged). Students are expected to participate in class with a willing attitude and show good sportsmanship during participation.

EXPLORATORY CLASSES

Core academic instruction is enhanced through our exploratory classes. Students will participate in a variety activities and lessons to build connections between academics, promote creativity, and develop critical thinking skills. Exploratory classes include Computer/Technology Lab, Music, Art, STEM lab, and PE.

EMERGENCY PROTOCOLS

The following drills may be conducted throughout the school year:

- Fire Drills
- Tornado Drills
- Lockdown Drills
- Bomb Threat Drills
- Campus Evacuation Drills
- 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.

- 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.

CLUBS AND ORGANIZATIONS

Section 4: Part 1 of Article 16 of Chapter 2 Title 20: Clubs and Organizations:

'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 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.

2021-2022 SCHOOL NUTRITION PROGRAM

PROVIDING HEALTHY MEALS to HELP CHILDREN SUCCEED

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.

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.

Children need healthy meals to learn. Jones County Schools offers healthy meals every school day. Breakfast costs \$1.50 at Dames Ferry and Turner Woods Elementary Schools, \$1.75 at Gray Station Middle School & Jones High School. Lunch costs \$2.00 at Dames Ferry Elementary and Turner Woods Elementary Schools, \$2.25 at Gray Station Middle School and \$2.50 for Jones County High School. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch at all schools listed above.

Students that attend Jones County Pre-K, Mattie Mattie Wells Elementary, Gray Elementary and Clifton Ridge Middle Schools are eligible to participate in Community Eligibility Provision. All meals will be provided at no charge. Applications are not required at these schools.

Menus

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

Special Diets

Special diets are available for children with specific needs. State law requires a doctor’s written request before any diet modifications may be made. The Nutrition manager works with the school nurse and others to secure the necessary documentation in order for meal modifications to be offered.

For questions or more information about the School Nutrition Program, contact the Manager at your child’s school or call the Nutrition office at (478) 986-1390.

Matoshia Grant

School Nutrition Program Manager

matoshia.grant@jones.k12.ga.us

REFRESHMENTS

Refreshments may be sold at the discretion of the school, so as not to interfere with school nutrition standards. Classroom refreshments for special occasions, must be cleared in advance with teachers.

FIELD TRIPS

Field trips are valuable teaching aids. They provide experiences for learning and are an extension of what is being taught in the classroom. A signed permission slip is required, and a fee may be collected for field trips. Good school behavior is required to be eligible to attend. Parents wishing to assist with field trips must meet Jones County School Systems approved volunteer requirements and should contact their child’s teacher in advance to express interest in participating as a chaperone. Students must ride to and from the field trip on school transportation.

SCHOOL STORE

The school store sells paper, pencils, etc. during designated times as posted in the Media Center.

SCHOOL SUPPLIES

Students are given a list of school supplies needed. Supplies should be labeled and sent to school when the child enters school. Additional copies of supply lists may be obtained from the school office or website.

PTO (Parent-Teacher Organization)

An active PTO meets at 7:00 p.m. on the second Thursday of scheduled months. Family members are encouraged to become actively involved in PTO.

SCHOOL COUNCIL

In accordance with the Governor’s Educational Reform Act (HB 1187), each school has established a School Council. 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 WES for the current school

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year. School Council meetings are open to the public and are published in the local newspaper and school notices.

PARENT VOLUNTEER PROGRAM

Our school has an active volunteer program, and we welcome new volunteers. You may sign up to serve as a volunteer through our Parent Engagement Specialist, Ms. Shelley Dunlap. Training sessions are required for all participants and all volunteers must meet the requirements of the Jones County School System Volunteer Policy. Training Sessions are scheduled during the first month of school and intermittently throughout the school year.

STUDENT SUPPORT TEAM / SECTION 504

Students who demonstrate continual need for assistance with academic and/or behavioral issues will be referred to the SST committee. This team of teachers becomes involved with the child to develop strategies for success. Parents are invited to attend these meetings and may request minutes of any meeting. Section 504 is part of the Americans with Disabilities Act. Students who have a medical or mental disability that substantially limits one or more major life activities are eligible for services.

504 STATEMENT

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator.

The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

RTI (Response to Intervention) PROGRAM

The RTI (Response to Intervention) Program identifies students eligible for instructional and/or behavioral supports. RTI identifies areas of ability and deficiency requiring acceleration and/or remediation. Student progress is closely monitored and frequently assessed with research or evidence-based programs to improve areas of weakness. A component of RTI is the **Student Support Team (SST)**. This team may consist of teachers, counselors, administrators, specialists, and parents who work together to develop research or evidence-based methods for helping all students succeed in school.

PROGRAM FOR EXCEPTIONAL CHILDREN

Students in need of specialized instruction who qualify for assistance may be served through the Program for Exceptional Children (PEC). Children in this program are provided with an Individualized Educational Plan (IEP) designed to meet their special needs. Questions may be directed to the PEC Department at 478-986-6580.

HOSPITAL HOMEBOUND (H/H) INSTRUCTIONAL SERVICES

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

Title IX

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

Title IX Coordinator: Dr. Trevis Killen (478) 986-3032

JONES COUNTY SCHOOLS PROGRAM FOR GIFTED STUDENTS

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

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

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

Evaluations are conducted annually. To obtain a referral form or to discuss the referral process, contact the gifted teacher or principal at your child's school.

Eligibility for the gifted program is based on multiple criteria. Information for each child will be gathered in the areas of mental ability, creativity, achievement, and motivation. When the information has been gathered, all information is reviewed to determine eligibility.

At the elementary level, students who qualify for the gifted program will be served one day a week in a resource setting. When students are served in the resource setting, they are not responsible for missed daily assignments in the regular classroom. Special circumstances may necessitate making up assignments such as special projects and/or tests. However, each situation needs to be carefully considered and the assignments should not be punitive for students in the gifted program.

DRESS CODE

- The Jones County Board of Education adheres to the philosophy that the quest for individuality should not infringe on the rights of others. This Board acknowledges that styles of dress and customs continually change. All current styles are not acceptable for school wear; therefore, dress regulations are to be the subject of periodic review and/or modifications. The adoption of a dress code should be founded on the premise of wholesome attitudes relative to the appropriate grooming and manner of dress. Rather than itemize all "dos and don'ts", the Board sets the following parameters.
- Students in grades K-2 shall abide by the general guidelines for older students; however, clothing considered appropriate for them shall include apparel designed for younger students such as shorts/tank top sets and pants without belts.
- Apparel or accessories bearing patches, emblems, drawings, or writings are significant dress factors. Those listed as inappropriate are ones that exploit or identify with drugs, alcohol, tobacco, gangs, sex,

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controversial issues, or have suggestive wording and/or designs. Bandannas are prohibited. Apparel or accessories which may incite others to violence or disruptive behavior must not be worn.

- Whenever see-through outer garments are worn (i.e. very sheer or net shirts) another shirt must be worn. When arms are raised, skin around midriff and lower back area must not be exposed. Clothing such as backless blouses, midriffs, halter tops, low-cut dresses or shirt or strapless dresses are not to be worn. Spaghetti straps must not be worn. Undergarments must not show. Tank top type undershirts, tank tops, or shirts cut down the sides are inappropriate. Jumpers require a blouse or shirt. Revealing cutouts or tears and un-hemmed cutoffs are not permitted for any age.
- Shoes are to be worn. Shower type flip flops are inappropriate. Selected shoes should not damage floor surfaces.
- Hats or other head coverings are for outside wear only for all students, both male and female, unless required for documented health or religious reasons.
- Form fitting garments such as bicycle pants, aerobic outfits, and body pants are not to be worn as outer wear. Tights must be worn with an outer garment that otherwise meets all dress code requirements, including length.
- In addition to dresses, skirts, and trousers, students of grades K-5 may wear shorts of reasonable length.
- Pants must be worn at the natural waistline with a belt if pants have belt loops. Sagging or oversized pants are not permitted. Oversized pockets are not permitted for safety reasons. Shirt tails must be tucked into pants unless they are designed to be worn outside, such as squared hem or banded bottom or they are worn jacket-style. Extremely oversized garments are not permitted for safety reasons.
- If makeup is worn it should reflect good taste and should not disrupt instruction. Oversized earrings can prove hazardous on playground equipment and during physical activities and are strongly discouraged.
- The multiplicity of styles and the frequency of change prohibits detailed itemizing of all patterns of dress and grooming. However, the JCBOE is committed to maintaining a dignified school environment. Grooming, personal hygiene, and dress may in no way detract from the learning process of the student or of others. School officials are charged with the responsibility of enforcing this policy and making decisions in situations requiring judgmental interpretation. Exceptions to this dress code may be permitted for special events. The principal must notify the superintendent of the exception prior to the event.
- Short Shorts, Spaghetti straps, Racer-back tops, and other revealing clothing are not permitted.

JONES COUNTY SCHOOLS STUDENT BOOK BAGS

As part of our commitment to school safety, we continually review our policies and procedures to ensure that we are providing a safe and secure learning environment. **Clear or mesh book bags are recommended, but not required.** This does not apply to lunch boxes, athletic bags, or musical instrument cases. These special purposed items will be stored in a designated area. Our goal is to provide the safest environment possible for students and staff.

SUSPECTED CHILD ABUSE & NEGLECT REPORTING (OCGA 19-7-5; SBOE 160-4-8/04)

Georgia Law and State Board of Education Rules require that all school employees report suspected child abuse or neglect. Georgia law provides immunity from liability as long as a report is made in "good faith". Suspected child abuse or neglect may be reported for the following: children who appear in immediate danger, children left home alone or unsupervised in the neighborhood, frequently hungry children, children dressed inadequately for the weather, children with frequent absences, children who have bruising or other marks of physical violence, children who are not receiving needed medical attention, children who report abuse or neglect, and other indications of mistreatment. Suspected child abuse or neglect will be reported to the Jones County School Social Worker, the Jones County Department of Family and Children Services and/or Jones County law enforcement for investigation. For more information: Jones County DFCS- 986-3126

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 HARASSMENT POLICY

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

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

Reporting Regulations

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

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

The employee shall immediately report the act and the name of the student to the principal or designee. The principal or designee who receives a report made pursuant to subsection of this Code who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately to the appropriate school system superintendent and to the appropriate police authority and/or district attorney.

Any person participating in the making of a report or causing a report to be made as authorized or required...shall be immune from any civil or criminal liability that might otherwise be incurred or imposed, providing such participation pursuant to this Code section is made in good faith. Any person required to make a report pursuant to this Code section who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

Gang Policy

The Jones County Board of Education recognizes that gangs and gang-like activities can substantially interfere with student and employee productivity; therefore, it is dedicated to preventing the influence of such groups and activities in the schools and will accept a zero tolerance for such activities. Gangs are described as clubs, groups, or organizations of limited membership, which advocate, engage, or participate in unlawful acts such as intimidation, violence, or destruction to property. Membership in or affiliation with

gangs shall not be permitted. Criteria, which can serve to identify gang membership/affiliation, include, but are not limited to the following: admission of gang affiliation, documented information on gang membership, information from known gang affiliation, admission of former membership and continued association, photographs indicating gang association, and/or association with gang members. Wearing of any insignia, uniforms, any means of gang identification and/or making or using any signs, signals, or other means of gang communication or identification by any student or none student visiting on the premises of any school facility shall not be permitted. No student shall use his or her gang membership or affiliation to threaten, intimidate, or harass verbally or physically other students or employees of the Jones County Board of Education. Any student who violates this policy shall be subject to discipline, which may include suspension and/or expulsion from school.

Corporal Punishment

The Jones County Board of Education policy on corporal punishment prohibits any principal or designee employed by the JCBOE from using corporal punishment as a means of discipline in the Jones County Schools.

Contraband Materials

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

- Electronic Games
- Cell Phones (unless approved through the administration of the school)
- iPods, CD Players/CDs (or items of this nature unless approved through the administration of the school)
- Footballs, Baseballs, Bats
- Toys which replicate weapons
- Collectables such as cards, coins, etc.
- Lasers of any type
- Pets and/or Live Animals
- Weapons (Refer to *Weapons Act*)

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

DRUG FREE SCHOOL

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

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

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

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

WEAPONS ACT

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

Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

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

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

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

Reporting Requirements

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

JONES COUNTY BOARD OF EDUCATION ELEMENTARY DISCIPLINE PLAN

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

Classroom/School Level 1 Violations and Consequences

1. Minor verbal disrespect towards peers (name calling)
2. False information/Dishonesty
3. Failure to complete tasks
4. Refusal to follow directions
5. Minor classroom disturbances (excessive talking, inattentiveness, restlessness)
6. Argumentative with adults
7. Academic Dishonesty
8. Horseplay
9. Inappropriate breakfast, lunch, or restroom behavior
10. Dress code violation
11. Minor damage to school property
12. Bringing nuisance items to school (1st incident)

Level 1 Consequences include parent contact, conference with student, referral to counselor, loss of privileges, restitution (payment or repair of damages), additional assignment, assignment to time out, assignment to an alternative location for 30 to 60 minutes, isolation/detention, loss of privilege to participate in special activities, confiscation of nuisance items, change of clothing/turn piece of clothing inside out.

Classroom/School Level 2 Violations and Consequences

1. Repetition of level 1 violations
2. Disrespectful and/or abusive language, gestures, racial slurs
3. Stealing
4. Fighting/Inappropriate physical contact
5. Major destruction of school property
6. Repeated defiance to authority
7. Making verbal threats
8. Bullying
9. Inappropriate touching
10. Possession of banned items at school or school function
11. Misuse of technology (beyond the 2nd incident)
12. Academic dishonesty

Level 2 Consequences include any level 1 consequences, confiscation of nuisance item and required parent retrieval of item(s), assignment to in-school suspension for an extended period, teacher/parent conference, isolation/detention, behavior contract, out of school suspension 1 to 3 days, referral to resource officer.

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer to 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. Such an agreement and waiver must also be approved by the chairperson of the disciplinary tribunal.

Students are not permitted to possess contraband items while on school system property or while at 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, vaping devices, or electronic cigarettes
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

SUPPLEMENTAL INFORMATION-DISCIPLINE PROCEDURES

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 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 a disruption in learning and feel their 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 immediately after school hours; in the school buildings; on the 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.

Level Three Offenses: These offenses may be heard by a disciplinary review team, discipline tribunal after initial investigation is completed, and temporary consequences (suspension) are assigned by school administrators:

1. Alcohol possession, use, or under the influence of
2. Arson
3. Assault or battery on a school board employee
4. Assault or battery of a student or any person on school property
5. Bomb threat
6. Computer trespass
7. Disrupting the orderly conduct of the school
8. Drug or drug paraphernalia possession, use or under the influence of
9. Tobacco products, vaping devices, or electronic cigarettes - possession or use
11. Explosives possession
12. Homicide
13. Inciting student misbehavior
14. Kidnapping
15. Motor vehicle theft
16. Sexual battery
17. Sexual offense
18. Weapon possession – firearm
19. Weapon possession – knife
20. Weapon possession – other
21. Possession of drugs with intent to distribute.

Physical Violence: Immediate suspension and automatic referral to the disciplinary tribunal 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.

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

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.

BULLYING/HARRASSMENT

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

- a. 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, photo electronic 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.

SECLUSION OR RESTRAINT POLICY

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.

JURISDICTION OF THE BOARD OF EDUCATION

Per Jones County Board of Education policy, each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student-learning environment and which will comply with state law and State Board of Education Rule 160-4-8.15. Each code shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way to facilitate a learning environment for themselves and other students. The standards should also be designed to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by the Jones County Board of Education and to obey student behavior rules established at each school within this school district.
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems.
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors while ensuring that each student receives the due process mandated by federal and state law.
4. Parental involvement processes designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to express freely their concerns about student behaviors which detract from the learning environment.
5. Due process will include appropriate hearings and reviews, and in all cases, the rights of individuals will be ensured and protected. Hearings for long term suspension or expulsion will be formally conducted following the procedures mandated by the Jones County Board of Education. Disabled students will be disciplined by local policies and in accordance with the Individuals with Disabilities Education Act (IDEA), American Disabilities Act (ADA), and Section 504.

6. A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take action relative to this Constitution, the laws of the State of Georgia, and the policies, rules, and regulations of the Jones County Board of Education. All students are required to report any misconduct of any nature to a teacher or administrator.

STUDENT SUPPORT PROCESS

The Jones County Board of Education provides a variety of resources at every school to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, and chronic disciplinary student plans.

DETERMINATION OF DISCIPLINARY ACTION

The purpose of the Jones County School District is to operate each school in a way that will provide for the welfare and safety of all students who attend Jones County schools. The Jones County Board of Education recognizes that it is the job of every teacher to provide high quality, differentiated instruction for every student and to establish a positive learning environment where mutual respect and responsibility are evident, and the job of every school to create an environment that supports high quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The disciplinary process outlined in the Code is intended to be instructional and corrective, not punitive. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. The suspension shall be used as a last resort unless mandated by the severity of the infraction. All students shall be entitled to receive due process in disciplinary reassignment, long term suspension, and expulsion. Moreover, students shall be entitled to appeal to the issuance of certain intervention or consequences, as provided herein. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Student Behavior Code.

The Student Behavior Code is effective during the following times and in the following places:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function, or event, and while traveling to and from such events; or
3. In route to and from school in vehicles provided for student transportation by the school system.

Also, students may be disciplined for conduct off campus which is felonious, or which may pose a threat to the school's learning environment or the safety of students and employees.

Each classroom teacher will deal with disruptions by taking in-class disciplinary action, making personal contact with the parent(s) or guardian when feasible, and/or by scheduling a conference with the parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the administration.

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.

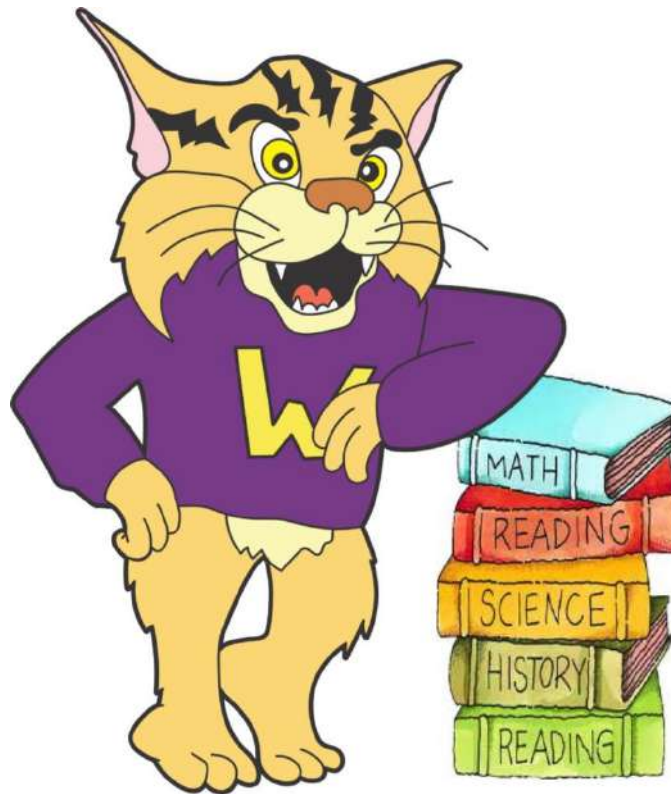
In cases of misbehavior not covered in this policy, the administration, under the direction of the principal and the superintendent, may enact corrective measures which are in the best interest of the school and the students involved.

PBIS

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 respectful, responsible, and safe. A Wildcat is explicitly taught to assist students in meeting these expectations and to increase student participation in teaching and learning activities. Refer to the table below for more information regarding the Wildcat PBIS Matrix found at the front of the handbook.

CODE OF CONDUCT

Students at Mattie Wells Elementary School are responsible for the following:



EXPECTATIONS

Wildcats Are...

Expectation	Classroom	Hallway	Lunchroom	Restroom	Playground	Gym/Assembly	Media Center
Respectful	Enter and leave quietly Follow adult directions and volume signals Appreciate others	Give others space. Hands to yourself.	Stay in your space, facing forward. Follow adult directions and volume signals.	Keep hands and eyes to yourself. Flush toilet.	Take turns. Include others.	Listen attentively. Follow volume signals.	Quietly find books. Follow adult directions.
Responsible	Be actively engaged in learning Listen attentively Come to class prepared	Walk quietly. Get where you are going.	Get it. Eat it. Clean it. Trash it. Come and go quietly Bring your ID card	Wash and dry your hands. Stash the trash.	Stash the trash. Whistle blows—time to go.	Come and go quietly. Legs criss-crossed, hands in lap.	Use your library card as a shelf marker. Get books on your level.
Safe	Use supplies and materials appropriately Stay in assigned area Keep hands and feet to yourself	Face forward and watch where you're going Walk to your destination	Eat your own food Watch for and report spills Carry tray with both hands	Keep facility clean and dry Report problems to teacher	Use equipment properly Report problems to the teacher on duty Keep hands and feet to yourself	Wait and follow adult directions Stay in your personal space	Enter and exit quietly Wait your turn Keep hands and feet to yourself

If a student chooses to violate these rules, consequences that are adhered to in the classroom will apply. Administration may escalate the punishment to higher offense levels if any of the following infractions occur:

1. Safety risk to self or other children
2. Any behavior that constitutes sexual harassment
3. Verbal assault of teachers, administrators, other school personnel, or students
4. Disrespectful conduct toward teachers, administrators, and other school personnel, or students
5. Physical assault or battery of teachers, administrators, and other school personnel, or students

Parental support is needed for all students to understand the Code of Conduct. Students need encouragement from home and school to achieve self-discipline. Self-Discipline is a learning process that requires time and teamwork among staff, students, and their families for the Code of Conduct to be effective.

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Teachers are encouraged to manage minor classroom/school offenses within the framework of their classroom discipline plan.

PROGRESSIVE DISCIPLINE

Mattie Wells Elementary believes that every student has the right to learn, and every teacher has the right to teach. Mattie Wells Elementary 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.

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

1. Before or After 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 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.

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 for but not limited to a full instructional day.

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 either 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 in order to be readmitted to school.

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.

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 straight to the school administrator.

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...

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.

Revised 8/3/2022

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.

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:

**Jones County School System
Transportation Department
237 Railroad Street
Gray, GA 31032
478-986-6373 Office or 478-986-2021 Fax
Director of Transportation-
Wendy Vaughn
Office Manager/PEC -
Mrs. Tina Pittman
Your Students Bus Number _____
Your Students Bus Driver _____**

Revised 8/3/2022

- ☐ Roof hatch
- ☐ Side push out windows
- ☐ 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.

Wildcats are Cyber Safe!!!



Revised 8/3/2022

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.**

Important terms used in this document:

- (a) **'Cybersafety'** refers to the safe use of the Internet and technology equipment/devices, including mobile phones
- (b) **'School technology'** refers to the school's computer network, Internet access facilities, computers, and other school technology equipment/devices as outlined in (d) below
- (c) The term **'technology equipment/devices'** used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (d) **'Objectable'** in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

SECTION A: INTRODUCTION

The measures to ensure the cybersafety of JCSS outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school technology equipment/devices bring great benefits to the teaching and learning programs at the JCSS Schools, and to the effective operation of the school.

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 are provided instruction in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. School staff members receive Georgia Cybersafety Initiative (GaCSI) School Staff Training. This training is designed to provide the knowledge and skills necessary to create awareness and provide education about digital citizenship to K-12 students. Records are maintained to verify participation of student and staff trainings.

All students will be issued with this 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.

The school's computer network, Internet access facilities, computers and other school technology equipment/devices are for educational purposes appropriate to the school environment. This applies whether the technology equipment is owned or leased either partially or wholly by the school and used on or off the school site. This also applies to any and all personal devices used while on the school site or at a school sponsored function.

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.

The school may audit its computer network, Internet access facilities, computers and other school technology equipment/devices or commission an independent forensic audit.

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 user name, I will log on only with that user name. I will not allow anyone else to use my user name.
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 understand that I must 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. I understand that I can only use the Internet at school when a teacher gives permission.
7. While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. 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
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9. I understand that I must 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 understand that 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. Any images or material on such equipment/devices must be appropriate to the school environment.
11. 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.
12. 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.
13. I will respect all technology systems in use at school and treat all technology equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running 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.
14. 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.
15. I understand that the school may audit its computer network, Internet access facilities, computers and other school technology equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
16. 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 [relevant staff member] 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:

Caregiver/legal guardian:

Name of parent 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.

Jones County Schools: Student Photo Release Form

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.

☐ Yes, you have my permission to use my child's photo and first name on the Jones County Schools' Web site(s).

☐ No, I am not granting permission to use my child's photo on the Jones County Schools' Web site(s).

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.

☐ Yes, you have my permission to use my child's photo and full name.

☐ No, I am not granting permission to use my child's photo for community awareness or public relation events.

Child's Name: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Jones County Schools: Handbook Signature Page: 2021-2022

Parents/Guardians:

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

Parent's/Guardian's Signature: _____ Date: _____

Student:

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

Student's Signature: _____ Date: _____

Teacher's Signature: _____ Date Received: _____

PLEASE SIGN AND RETURN THIS FORM TO SCHOOL.

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