



TURNER WOODS ELEMENTARY

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Gray, GA 31032
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Student Handbook

2022-2023

Mr. Jeff M. Tharpe, Principal

Mrs. Lynn Murdock, Assistant Principal

TWES is a Title 1 School

Accredited by:

Southern Association of Colleges and Schools

This handbook belongs to:

Student Name _____

Parent/Guardian _____

Address _____

City/State _____ zip code _____

Home Phone _____ cell _____

Homeroom/Grade _____

Jones County School System Mission/Vision Statement:

Mission: Success for All through academic Achievement, responsible Behavior, and an engaged Community.

Vision: JCSS will be recognized as a world-class educational system providing all students a rigorous education, preparing them as college and career ready individuals competing in a global society.

**Notice of Disclaimer: DUE TO FREQUENTLY UPDATED SAFETY AND HEALTH GUIDELINES,
ALL ITEMS IN THIS HANDBOOK ARE SUBJECT TO CHANGE**

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



Hello TWES Parents and Students,

We are so excited that you will be coming back to us this 22-23 school year with our **1st Day on Tuesday, August 2nd** We had a successful 21-22 school year and I'm so proud of all the growth and achievement that our teachers, staff, parents, students and the JC community accomplished this past year ! We will continue to provide the best instruction and education possible while striving to maintain the safest and most responsible learning environment for our students and staff.

Join me in Welcoming the following staff members to our TWES Family:

- Mrs. Laura Burton – 3rd Grade
- Mrs. Amanda Lawson – PEC Teacher
- Ms. Wendy McCane – 3rd Grade
- Mrs. Sierra McKinney – 5th Grade
- Ms. Shelby Rodgers – 2nd Grade
- Mrs. Gabrielle Sharpe – 3rd Grade

OPEN HOUSE @ TWES (Kindergarten – 5th Grade): Thursday, July 28th: 4:30pm – 6:00pm
(In-Person @ TWES)

ARRIVAL / DISMISSAL:

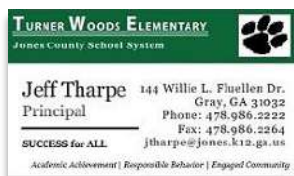
- **1st Day of School:** *As we did last year, staff will be on duty to safely assist students out of their cars and transition them to their classrooms. Parents of Kindergarten students may park and walk their student to their classroom the dates of: Tuesday, August 2nd and Wednesday, August 3rd*
- **Students may arrive as early as 7:15am.** Students can transition to the gym or cafeteria to await dismissal / transition to their classrooms when directed by staff (appx. 7:35am). Students will be supervised under the most reasonable measures and appropriate behavior applies during this time.
- **We will require parents to remain in their cars during the student arrival and dismissal/pickup process.** *However, you may park and come to the front office no later than 2:00pm to check your child out. Appropriate ID is required to check your student out.* TWES is again using a dismissal program/app, called School Dismissal Manager (SDM). This will replace having to send written notes, emails or calls to change your child's mode of transportation. NO Transportation changes are accepted after 2pm, either in person, by telephone, or in the SDM App. More SDM info coming soon at Open House !

CUB CARE is scheduled to be open on the 1st day of school. **Online registration will be available very soon.** Payment of Cub Care fees will ONLY be available via check/cash/money order...online payment of fees is not available.

BOOKBAGS: CLEAR/MESH Student BookBags are **RECOMMENDED but NOT REQUIRED.**

PARENT VOLUNTEERS: Register for training at <https://bit.ly/jocovolunteers23> Training takes approximately one hour and requires a background check. It is good for one calendar year.

Training required for: -School Volunteers -Practicum Students -Community Coaches -Chaperones



Sincerely, “ Mr. T “

Please look out for more info @ OPEN HOUSE about signing up for our TWES Parent “REMIND” accounts to stay informed about all the happenings @ TWES this school year !

We encourage you to connect with us:

Facebook: twestigers | **Instagram:** @twestigers | **Web:** www.jones.k12.ga.us

Please do not hesitate to reach out to me with any thoughts that you may have regarding the well-being of our school.

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- Nutrition Ala Carte'
- Handbook Signature Page

**Jones County Schools
Academic Calendar
2022-2023
(180 Students/190 Staff)**

July 26 – August 1	Tu-M	Professional Learning Days
August 2	T	1 st Day of School
September 5	M	Labor Day
October 7	F	Student Distance Learning Day / Professional Learning Day
October 10 - 14	M-F	Fall Break
November 21 – 25	M-F	Thanksgiving Holidays
December 16	F	Student Holiday / Professional Learning Day

End of 1st Semester

January 2	M	Student Holiday/Planning/PL
January 3	Tu	Students Return
January 16	M	Martin Luther King Holiday
February 16	Th	Student Distance Learning Day / Professional Learning Day
February 18, 21	F – M	Presidents’ Day
April 4 – 8	M-F	Spring Holidays
May 24	Tu	Last Day of School
May 25 – 27	W-F	Professional Learning

End of 2nd Semester
End of School

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. Starting in August 2022, **clear plastic or mesh backpacks/bookbags are PREFERRED but NOT REQUIRED.**
Our goal is to provide the safest environment possible for students and staff.

TURNER WOODS ELEMENTARY SCHOOL

Schedule:

School Opens for Early Drop-Offs.....	7:15 a.m.
Tardy Bell Rings.....	7:55 a.m.
Dismissal.....	2:40-3:15 p.m.
“Cub Care” After-Care Program.....	3:00-5:45 p.m.
Building Closes for Operation.....	4:00 p.m.

TWES Contacts:

Counselor: Twana Jackson	Instructional Coach/SST: Donna Giles
Attendance/Data Clerk: Amy Clegg	Bookkeeper: Christy Gay
Program for Exceptional Children: Amie Harrison	Gifted Program: Rachael Williams
Media Center: Laura Dixon	Cub Care: Tiffany Barnes
Cafeteria: Kimberly Abney	



JONES COUNTY BOARD MEETING DATES **2022-2023**

July 19, 2022 – Regular Board Meeting

August 9, 2022 – Regular Board Meeting

September 8, 2022 – Work Session/Special Meeting

September 13, 2022 – Regular Board Meeting

October 4, 2022 – Regular Board Meeting

November 10, 2022– Work Session/Special Meeting

November 15, 2022 – Regular Board Meeting

December 13, 2022 – Regular Board Meeting

January 5, 2023 – Work Session/Special Meeting

January 10, 2023 – Regular Board Meeting

February 14, 2023 – Regular Board Meeting

March 9, 2023 – Work Session/Special Meeting

March 14, 2023 – Regular Board Meeting

April 11, 2023 – Regular Board Meeting

May 2, 2023 – Work Session/Special Meeting

May 9, 2023 – Regular Board Meeting

June 13, 2023 – Regular Board Meeting

*Regular Board Meetings begin at 6:00 p.m.

*Work Sessions are held at 5:00 p.m

TWES Behavior Matrix

TWES TIGERS

EXCEL WITH ATTITUDE, ACHIEVEMENT, & ATTENDANCE



CODE OF CONDUCT	CLASSROOMS	HALLWAYS	CAFETERIA
<i>I am RESPECTFUL</i>	<input type="checkbox"/> Follow adult directions <input type="checkbox"/> Enter and leave quietly	<input type="checkbox"/> Walk in a straight line <input type="checkbox"/> Walk quietly <input type="checkbox"/> Walk on the right side	<input type="checkbox"/> Wait quietly in line to be served <input type="checkbox"/> Use inside voice <input type="checkbox"/> Clean up eating area
<i>I am RESPONSIBLE</i>	<input type="checkbox"/> Complete task promptly <input type="checkbox"/> Come prepared <input type="checkbox"/> Have ID card	<input type="checkbox"/> Have hall pass <input type="checkbox"/> Have ID card	<input type="checkbox"/> Report spills <input type="checkbox"/> Stay seated <input type="checkbox"/> Have ID card
<i>I am SAFE</i>	<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Stay in assigned areas <input type="checkbox"/> Use furniture and supplies appropriately	<input type="checkbox"/> Keep hands and feet to self	<input type="checkbox"/> Eat own food <input type="checkbox"/> Stay seated, get up only with permission <input type="checkbox"/> Keep hands and feet to self

CODE OF CONDUCT	RESTROOMS	MEDIA CENTER / COMPUTER LAB	GYM/PLAYGROUND
<i>I am RESPECTFUL</i>	<input type="checkbox"/> Use a quiet voice <input type="checkbox"/> Respect privacy <input type="checkbox"/> Keep restroom clean	<input type="checkbox"/> Use quiet voice <input type="checkbox"/> Treat books and equipment carefully	<input type="checkbox"/> Share equipment <input type="checkbox"/> Take turns and play cooperatively <input type="checkbox"/> Include others
<i>I am RESPONSIBLE</i>	<input type="checkbox"/> Report problems to the teacher	<input type="checkbox"/> Have ID card <input type="checkbox"/> No food or drink <input type="checkbox"/> Leave tables, chairs, and books where you find them	<input type="checkbox"/> Make good choices
<i>I am SAFE</i>		<input type="checkbox"/> Walk quietly <input type="checkbox"/> Use equipment appropriately	<input type="checkbox"/> Use equipment properly <input type="checkbox"/> Keep hands and feet to self

Mission

Turner Woods Elementary School is committed to Success for All through academic **A**chievement, responsible **B**ehavior, and an engaged **C**ommunity.

Vision

Our school's vision is: JCSS will be recognized as a world-class educational system providing all students a rigorous education, preparing them as college and career ready individuals competing in a global society

Core Beliefs

- Students must come first
- That everyone has the capacity to learn and to be life-long learners through positive influences and opportunities of the home, school and community.
- A quality education includes a challenging academic program as well as the arts and technology in an environment where students are valued, feel safe, demonstrate ethical character and behavior while working in concert with parents and community members
- A positive classroom environment will greatly impact student achievement. Positive relationships and communication will ensure student success.

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. Such publications shall include the name, office address, and telephone number of the compliance administrator designated pursuant to the policy. Said policies are included in the JC Policy Manual housed in the office of the school principal and each media center. To ensure compliance with this policy, the following have been identified as persons to coordinate these programs:

Title I Coordinator: Charlotte Foskey

Title II Coordinator: Geneva Braziel

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

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

Parents have the legal right to request to see all disciplinary records collected on their child(ren). [Refer to FERPA 1974.] School administrators have the right to modify and/or render decisions concerning all school discipline. Parent(s)/Guardian(s) are strongly encouraged to take an active interest in the behavioral actions of their child(ren). Should a parent/guardian wish to speak with an administrator concerning any disciplinary action, contact the school office to set up an appointment. Parents may visit the school and/or classroom settings, in accordance with school procedures, in an attempt to develop and promote a positive school climate. The Jones County School System welcomes the opportunity to work in conjunction with families to help ensure a safe and positive learning environment.

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

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

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, visits your child during school hours or at school functions, and/or having access to a child's records.

Compulsory Attendance

Jones County Attendance Protocol

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

Jones County Student Attendance Protocol

Level 1: Two (2) unexcused absences – Parent/guardian will be contacted via email, phone call, or letter.

Level 2: Five (5) unexcused absences – Principal's designee will request for the parent/guardian to sign an Attendance Contract.

Level 3: 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 CHINS committee.

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

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

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

Excused and Unexcused Absences

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

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

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

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

The 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 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 before 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.

School Illness and Injury

Sick students who are contagious **and/or have a fever of 100.4 or higher 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. **Students will be sent home if they exhibit a fever of 100.4 or high**

Dress Code

The school administration reserves the right to make decisions on any school matters in the best interest of the student body as well as personnel regarding Dress Code or in any or all matters not specifically addressed in this handbook. School officials are charged with the responsibility of enforcing this policy and making decisions in situations requiring judgmental interpretation.

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. Not all current styles are 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 short sets and pants without belts. **(SHORT SHORTS, TANK TOPS, FLIP FLOPS, SOCCER SANDALS ARE NOT PERMITTED)**

Apparel or accessories bearing patches, emblems, drawings, or writings are significant dress factors. Those listed as inappropriate are ones that exploit or identify with drugs, alcohol, tobacco, gangs, sex, controversial issues, or have suggestive wording and/or designs. Bandannas are prohibited. Apparel or accessories which may incite others to violence or disruptive behavior must not be worn.

Whenever see-through outer garments are worn (i.e. very sheer or net shirts) another shirt must be worn. When arms are raised, skin around midriff and lower back area must not be exposed. Clothing such as backless blouses, midriffs, halter tops, low-cut dresses or shirt or strapless dresses are not to be worn. Spaghetti straps must not be worn. Undergarments must not show. Tank top type undershirts, tank tops, or shirts cut down the sides are inappropriate. Jumpers require a blouse or shirt. **Revealing cutouts or tears and un-hemmed cutoffs are not permitted for any age.** Shoes are to be worn. Shower type flip flops are inappropriate. Selected shoes should not damage floor surfaces. Hats or other head coverings are for outside wear only for all students, both male and female, unless required for documented health or religious reasons.

Form fitting garments such as bicycle pants, aerobic outfits, and body pants are not to be worn as outer wear. Tights must be worn with an outer garment that otherwise meets all dress code requirements, including length.

In addition to dresses, skirts, and trousers, students of grades K-5 may wear shorts of reasonable length.

Pants must be worn at the natural waistline with a belt if pants have belt loops. Sagging or oversized pants are not permitted. Oversized pockets are not permitted for safety reasons. Shirt tails must be tucked into pants unless they are designed to be worn outside, such as squared hem or banded bottom or they are worn jacket-style. Extremely oversized garments are not permitted for safety reasons.

If makeup is worn it should reflect good taste and should not disrupt instruction. Oversized earrings can prove hazardous on playground equipment and during physical activities and are strongly discouraged.

The multiplicity of styles and the frequency of change prohibit 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.

Request of Parents and Volunteers regarding Appropriate Dress

We strongly urge parents and volunteers to wear appropriate clothing on the school premises, which help us, preserve a climate that instills good character and a serious approach to education. Please refrain from wearing clothing that is tight fitting, is overtly suggestive or has writing or pictures that advertise alcohol, drugs, sex or contains inflammatory, vulgar, lewd or suggestive comments.

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, 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.

Bullying

The Jones County Board of Education takes bullying and harassment seriously. As a school community, we believe that 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 school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

The term also applies to acts of “**Cyberbullying**” which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic 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 of Students

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

Corporal Punishment

Corporal punishment shall not be used 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 administration:

- Electronic Games
- Cell Phones (unless approved through the administration of the school) BYOD
- iPods, CD Players/CDs (or items of this nature unless approved through the administration of the school)
- BYOD
- 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.

Code of Conduct

Students at Turner Woods Elementary are responsible for the following:

1. WALK to your destination. Running endangers you and others. Always walk on the right hand side of the hall.
2. Take care of your textbooks and other school materials. Marking on books, desks and walls shows lack of respect for property. You are responsible for repairs to any property you damage.
3. Be respectful toward adults and other students. Inappropriate language, inappropriate displays of affection, rowdiness, and disturbing others are not acceptable behaviors on campus or during school activities.
4. Ask for help. Fellow students and teachers can assist you when you are unsure of the correct procedure or the proper place to be.
5. GET PERMISSION AND A PASS WHEN GOING TO THE COUNSELOR OFFICE, THE MEDIA CENTER, THE RESTROOM, OR ANYWHERE ON CAMPUS.
6. Students should not use cell phones, digital music devices, computerized games, CD players, or video cameras during instructional hours, unless prior approval has been received from teacher/administration. If a violation occurs, the device will be taken up and placed in the school vault and may be picked up after school by a parent or guardian.

Please see our school's expectation matrix on page 3 for the designated rules for each area of our school.

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.

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

Progressive Discipline

Turner Woods Elementary believes that every student has the right to learn, and every teacher has the right to teach. Turner Woods 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.

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
10. Explosives possession
11. Homicide
12. Inciting student misbehavior
13. Kidnapping
14. Motor vehicle theft
15. Sexual battery
16. Sexual offense
17. Weapon possession – firearm
18. Weapon possession – knife
19. Weapon possession – other
20. 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.

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.

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.

IMPORTANT INFORMATION ABOUT THE DISCIPLINE CODE

1. Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.
2. Students should be aware that any adult employee of the Jones County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.

3. The discipline code applies to students:
 - a. who are on the school grounds during, immediately before or immediately after school.
 - b. who are on the grounds at any other time that the school is being used by school groups.
 - c. who are off the school grounds at a school activity, school function or event.
 - d. who are at the designated bus stop or in route by bus to and from any school function.
4. The school system reserves the right to punish behavior which interferes with order and discipline in the school, even though such behavior is not specified in the school's discipline code.
5. School administrators possess the authority to enact a behavioral contract, initiate SST, peer mediation, counseling, or other behavioral plans with students at any time deemed necessary for enhancing desired behavior.
6. In addition to the disciplinary procedures for conduct violations at school, bus conduct violations will be handled by the administration. Bus drivers handle minor offenses and report offenses in writing to the administration in accordance with school procedures. Bus drivers may do the following:
 - a. Verbal warning
 - b. Conference with student
 - c. Make parental contact
 - d. Assign seats

DISCIPLINARY ACTIONS

The Jones County Board of Education recognizes the need to improve the student learning environment by improving student behavior and discipline. A copy of the student Code of Conduct/Discipline Plan will be given to each student. OUT-OF-SCHOOL SUSPENSION is the suspension from school as a last alternative to modify student behavior. A suspended student cannot come on campus, attend any school function or practice for any extracurricular activities until the day his suspension is lifted. EXPULSION when the Jones County Board of Education has the sole right to expel students after a hearing is conducted. Expulsion shall be for the remainder of the current semester unless otherwise stated by the Board.

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**
- p **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.
4. 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.
5. When it is OK...Continue to look both ways for moving cars as you walk straight across the road.
6. 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. Use the handrail and Go directly to your seat.

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.

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.

**Jones County School System
Transportation Department**

101 Ross 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 _____

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:

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.

Jones County School System
Transportation Department
222 North State
222 North State
Cairo, Georgia 31002

Director of Student Transportation
Office: 706-884-1111
Fax: 706-884-1111
706-884-1111

Grade: _____

PK	1	2	3	4	5
6	7	8	9	10	11
12					

Bus # _____

Student's Name: _____

Parent/Guardian Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Source of Charge: Parent Note Student Card Other _____

The student is not being home with parent/guardian, what is the address of that place?

Emergency contact information: _____

School Official Signature Title: _____

Weapons Act

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

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

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

NOTICE: Georgia Law now provides that possession of a weapon on school property or at school functions can be a felony crime punishable by a fine of up to \$5,000.00 imprisonment for not more than five years or not less than one year, or both.

Weapons

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:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in C.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, 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 chaku, 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.

General Information**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.

School Nutrition Program: Providing Healthy Meals for all our Children

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

2022-2023 MEAL PRICES AND JCSS SCHOOL NUTRITION INFORMATION:

Students @ TWES: Breakfast - \$1.50 | Lunch - \$2.00

Your children may qualify for free meals or for reduced price meals. ***Reduced price is \$.30 for breakfast and \$.40 for lunch @ TWES.*** Applications for free or reduced price meal benefits and a set of detailed instructions will be provided at Open House. Online applications will be available as well soon.

Adults @ TWES: Breakfast - \$2.25 and Lunch - \$3.35

Ala Carte Items:

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

Payments for Meals

The school nutrition personnel is responsible for receiving breakfast and lunch money from students, adults and visitors. We strongly recommend and urge parents, school staff and faculty to use My School Bucks, an electronic payment plan that is convenient for making and tracking payments online for school meals. Start here to set up your meal payment account at www.myschoolbucks.com

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 introduce 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 and delivery issues.

Special Diets

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

Change in Routine Mode of Transportation

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

- Use the School Dismissal Manager App to make transportation changes before 2:00 p.m. If you receive an error in using the app or need App assistance, please **Phone the school before 2:00pm**

Note: Dismissal time is 2:40 p.m.; you cannot sign out your child after **2:00 p.m.**, unless there is an extreme emergency or you have an appointment card. If the school has not been provided with written/electronic 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 **Transportation office**. Children will be expected to ride their assigned buses to and from school unless proper authorization from Transportation has been provided and approved.

Student Pick-Ups: If you are in the pick-up lane you **will need the Car Tag issued to your child** at the beginning of the year. A limit of 3 cards per family will be issued. **If you do not have the card (even if you are recognized by the supervising adult) it is required that you park and enter in the main lobby to check out your child from the office, no earlier than 2:50pm.** Note: **It IS REQUIRED for the parent to be present in the office by 2:00pm,** and follow all checkout procedures in order to complete checkout of the student.

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

'Clubs and organizations' means clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school. **Note:** The Jones County School System does not support any type of initiation ritual(s) and/or hazing in order that one may become a member of a club or group.

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

COVID-19 / Health-Safety, etc...

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

Cub Care (After –School Day Care Program)

TWES offers Afterschool child care on our campus each day from **3:00pm to 5:45p.m.** Online registration and Contracts may be obtained from the TWES website CubCare page or Please contact Mrs. Tiffany Barnes at (478) 986-2222 or via email, tbarnes@jones.k12.ga.us, with any questions.

Please read contract carefully for changes and updates. Proceeds from Cub Care go toward the purchase of supplies, equipment, materials, etc.. needed for our school.

Custody Concerns

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

Emergency Drills

The following drills are conducted throughout the school year;

- 1) Fire Drills | Tornado Drills | Lockdown Drills | Bomb Threat Drills | Campus Evacuation Drills | Bus Evacuation Drills | Earthquake 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.

Arrival and Dismissal Procedures may be altered in the event of special circumstances. Students and Parents will be notified in the event if this occurs.

Allowing visitors in school buildings may be altered in the event of special circumstances. Students and Parents will be notified in the event if this occurs.

Exploratory Classes

Students participate in a variety of exploratory classes; cooperation with these instructors is expected. Failure to comply with exploratory expectations may result in exclusion from these classes for a period of time.

Faculty Credentials and Certification Right-to-Know

Teacher and Paraprofessional Qualifications

Parents are informed of their rights to know the 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 ESEA hiring requirements and therefore be HiQ. They are required to either have completed two years of college or to pass the GACE paraprofessional assessment prior to being hired.

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

In compliance with the requirements of The Elementary and Secondary Education Act (ESEA) the Jones County School System informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

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

DFES-Mr. Wes Cavender (478-986-2023)
GES-Ms. Kim Jones (478-986-6295)
TWES-Mr. Jeff M. Tharpe (478-986-2222)
WES-Mrs. Gwinnette Hudson (478-742-5959)
CRMS-Mr. Dennis Woolfolk (478-743-5182)
GSMS-Ms. Leigh Ann Knowles (478-986-2090)
JCHS-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 of a core academic subject who is not highly qualified, 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 and Title I Director to ensure that the best long-term substitute is secured.

Finance/Fees/Debt

Students will be receipted when purchasing major items such as a yearbook, lost book, club field trips, etc. Checks that are returned due to non sufficient fund (NSF) 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. **There will be a \$15.00 charge on all returned checks. TWES will not take checks after May 1st until the opening of the following school year. The school will not provide refunds on any item, (ex. t-shirts, trips, etc.)**

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

Grading & Reporting System

Report cards are issued at the end of the 2nd semester (End of School Year). Signed papers are sent home weekly and should be reviewed by the parents. Student work is filed in student portfolios. Parents may view portfolios at scheduled conferences. A deficiency report will be sent home midway through the grading periods for a student not meeting the standards that are currently being addressed.

Guidance and Counseling

Students are encouraged to visit with the school counselor, Mrs. Twana Jackson, for personal guidance and support. She is available to discuss any home, school, or social concerns.

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 be 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 the school counselor at any time.

Please contact her at (478) 986-2222 or tjackson@jones.k12.ga.us.

Homework

Homework, assigned by teachers, should be completed and ready for checking when teachers ask. Assignments are given on a regular basis but the type may vary. Reading independently, or with assistance from someone should be done on a nightly basis. Parents should monitor homework and check with teacher if your child is consistently stating they have no homework.

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.

Lost and Found

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

Media Center

All students will have access to the materials found within the Media Center. Each student will use their ID card to check out materials from the Media Center. Parent(s)/Guardian(s) will be responsible for paying for any books or materials that their child might lose or damage.

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.

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.

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 Tiger is explicitly taught to assist students in meeting these expectations and to increase student participation in teaching and learning activities. Refer to page #3 for more information regarding TigerBehavior Matrix found at the front of the handbook.

How does PBIS do this?

PBIS invests in prevention. Some of the strategies include:

- Proactive intervention—identifying the behaviors expected in all settings.
- Active teaching—teachers, students, families, and community members working together to teach and model appropriate behavior.
- Ongoing recognition of appropriate behavior, such as tangible rewards or verbal praise.
- Clear, consistent consequences for inappropriate student behavior.
- Additional support for students with more significant needs.
- Collecting and using data to make decisions

TWES Behavior Matrix (P. 3)

Physical Education (PE)

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 everyday (no high heels or clogs, no cleats; no shoes with wheels; shoes must have backs or straps; tennis shoes are required to participate in P.E. activities). Students are expected to participate in class with a willing attitude and show good sportsmanship during participation.

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 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.

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 478-986-3832 x1245.

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.

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

PTO

Parent-Teacher Organization (PTO) meetings are held every nine weeks. These meetings are held in the gym or cafeteria and often consist of a student program. We encourage you to attend PTO meetings so that you may remain informed and stay active in the school community.

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.

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.

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 TWES for the upcoming school year. School Council meetings are open to the public. Meeting dates will be posted in the monthly school letter. Minutes from each meeting will be available to the public upon request.

School Store

The school store sells paper, pencils, etc. throughout the school day in the Media Center. Please teach your child that he/she is not to spend lunch money at the store.

Section 504 Parent Rights

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

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

Snacks

Snacks are sold by our Nutrition Team during/after breakfast/lunch. Ice cream is \$1.00 and sold in the mornings for students to pick up after lunch.

Student Accident Insurance

Student Accident Insurance is available for purchase. Enrollment instructions are listed below or a link is posted on the district website under “Parent Resources”.

Beginning July 1st

• **Enroll online at**

<http://markel.sevencorners.com>

or call 877-444-5014 for enrollment by phone. Seven Corners, Inc. is Markel’s administrator for this program.

• **Payment must be made by credit or debit card.**

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.

Tardy

When a student arrives at 7:55 **the parent must park and enter the building to sign your child in for the day.** Students who are tardy to and/or check out of school early must bring a signed note from a parent on the day he or she returns to school giving the reason for the tardy and/or early checkout.

Telephone Use

Use of telephone by students is limited to emergency calls and school business only. Calls for permission to ride buses with friends, to have parents bring homework or signed paper, to stay afterschool for a club function, or other various nonemergency situations **will not be permitted.**

Title I Program

Title I is the United States' largest federal aid program in our schools. Title I provides additional resources and instruction to improve the educational performance of low-achieving children in high poverty schools. Its goal is to help those children meet challenging state academic content and performance standards. A school that has a poverty level of greater than 40% is eligible for school-wide Title I funds which have a positive impact on the education of all students in the school. All Jones County Schools are school wide Title I schools. A comprehensive needs assessment is used each year to establish a plan that will lead to improving the overall instructional programs of the schools.

Communication in an Understandable Format

When parents mark on the online enrollment form that they need correspondence in another language, to the extent practical, efforts are made to provide either written support or support through an interpreter. Furthermore, all parent communication is written in a format so that the content is easily understandable.

Parental Input on District and School Parent Involvement Plans

District and school parent involvement plans are reviewed and revised annually with parents and other stakeholders (teachers, principals, administrators, and other school personnel). Schools will hold individual meetings for review of the district and school Parent Involvement Plans. All Title I parents, teachers, administrators, and other school personnel in the district are invited to the meetings to provide input. Advertisements will be placed in the local newspaper containing the meeting location, dates and times. Parents and other stakeholders will be notified by flyers sent home by each individual school. Parents who cannot attend the meetings will be given the opportunity to obtain a copy from the main office of each school and submit input before final revisions are approved.

Meetings will be held in the Spring to revise plans for the next school year. The LEA Parent Involvement Policy checklist will be applied to district and school plans. Revision dates will be clearly marked on each plan. Plans include activities/workshops that have been identified and requested through the previous year's annual parent involvement survey. School improvement and parent involvement plans are posted on the website, available in the front office of the school, and by individual request.

Each school in the Jones County School System holds an annual open house and Title I meeting. These meetings give parents the opportunity to review and provide feedback on school student data, parent involvement activities, district and school Parent Involvement Plans, School wide Title I Plans, School/Parent Compact. Parents are notified about this opportunity through advertisements in local newspaper, school flyers, email, newsletters, school web site and/or by using the system automated One Call phone system. Schools uses the comments provided by parents during the annual review/revision of documents, parent workshops and other advisory meetings. After the school's Family Engagement Specialist completes the review/revision process, district and school Parent Involvement Plans are made available to parents on the schools' website. Copies are also available in Parent Resource Centers. Parents are also given the opportunity to provide feedback about Title I programs by completing annual parent surveys. These comments are used by the district and Title I schools when planning parenting programs.

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).

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; 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 is subject to search at all times.

Classroom visits

Lengthy visits to any classroom must be prearranged with your child’s teacher and notification given to the office. Conferences may be scheduled with the individual teachers or through the school office. We request that you do not schedule conferences or phone teachers during the instructional time periods.

Lunchroom visits

Should you wish to eat lunch with your child, please notify the teacher in writing or the lunchroom before 8:30 a.m. The lunchroom staff prepares food based on a daily count turned in each day by the allotted cutoff time. We encourage you to eat the school lunch and not promote fast food in the school cafeteria.

Estimated lunch times

Kindergarten 10:50-11:25	1st Grade 11:30-12:05	2nd Grade 12:00 – 12:30
3rd Grade 11:20 – 12:50	4th Grade 12:30 – 1:00	5th Grade 11:55 – 12:30

Volunteers

TWES students could certainly benefit from your spare time! We are in need of willing adults to work with individual students, assist teachers with class projects, and read to small groups or classes. If interested, please contact Mrs. Shelby Henderson, Family Engagement Coordinator at (478) 986-2222 or e-mail shelby.henderson@jones.k12.ga.us

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.

TURNER WOODS ELEMENTARY

ALA CARTE ITEMS

STUDENTS AT ALL GRADE LEVELS MAY PURCHASE ADDITIONAL FOOD ITEMS AFTER A BREAKFAST OR LUNCH MEAL IF THEY HAVE EXTRA MONEY IN THEIR ACCOUNT OR WITH THEM. THESE ITEMS RANGE FROM .50 - \$2.00

IF PARENTS DO NOT WANT THEIR CHILD TO BUY EXTRA FOOD ITEMS FROM THE CAFETERIA, A SIGNED NOTE OR PHONE CALL TO NUTRITION MANAGER @ 986-2254 WILL BE NEEDED.

_____ (YES) MY CHILD(REN) HAS MY PERMISSION TO BUY EXTRA FOOD ITEMS.

_____ (NO) MY CHILD (REN) CANNOT BUY EXTRA FOOD ITEMS.

STUDENT OR STUDENTS NAME(S) _____

ANY QUESTIONS OR CONCERNS, PLEASE CALL 986-2254

THANK YOU,

NUTRITION MANAGER

KIM ABNEY

**Turner Woods Elementary
Handbook Signature Page
2022 - 2023**

TWES 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: _____

TWES 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: _____

_____ My child **does not** have permission to participate in a club or organization at Turner Woods Elementary.

Teacher's Signature: _____

Date Received _____