

Dames Ferry Elementary School

Wes Cavender, Principal
Kristen Jones, Assistant Principal

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Home of the Dragons
“Great Minds Grow Here!”

STUDENT HANDBOOK

2021-2022

This handbook belongs to:

Name _____
Grade _____
Teacher _____

JCSS Mission:

*Success for **ALL** through academic **Achievement**, responsible **Behavior** and an engaged **Community***

JCSS Core Beliefs:

We believe...

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

DAMES FERRY ELEMENTARY SCHOOL

Dear Dragon Family,

As we prepare for the 2021-2022 school year that begins on Wednesday, August 4th, the administration, faculty, and staff would like to take the opportunity to welcome each of you. Everyone has worked very hard this summer to prepare for your arrival on the first day. As you are aware, some of our daily routines were adjusted last year to address the obstacles presented by COVID 19. Dames Ferry, along with the entire Jones County School System, will continue to strive to provide each child with an environment that is productive, safe, and exhibits a compassionate spirit. While we may begin the new year with some of the same modifications in place, we are committed to carefully evaluating our approach as we move forward. For example, masks will be recommended but will not be required, and access to the building for visitors will be limited to the office area. As always, it is our goal to continue building on past situations to maintain and enhance the Dames Ferry experience.

As a result of the challenging work and dedication of all stakeholders, Dames Ferry was identified as a Georgia STEM Certified School last year. Once again, our theme this year will be "GREAT MINDS GROW HERE." As part of our STEM initiative, we will continue to offer a variety of activities and lessons designed to spark interest in science, technology, engineering, and math topics that will help make learning both meaningful and engaging. Dames Ferry has a terrific faculty and staff that are dedicated to ensuring that each child has a happy and successful school year. We are excited to welcome some new members to the Dames Ferry Family. These additions include Madelyn Gore, Kristen Jones, Breanna Kimes, and Lisa Mack. With the awesome students that attend our school, along with the supportive parents, faculty, and staff, the sky's the limit when it comes to the possibilities for student achievement and growth.

We recognize that for our students to reach their highest potential, it is of the utmost importance that they receive support from both home and school. As partners, we share the responsibility for our students' progress and success. We hope to maintain your confidence in our ability to teach your student and will work diligently to ensure that we communicate what is taking place at school each week. We ask that you help support your child's learning by ensuring that he/she attends school daily, reads each day, remains an engaged learner, and shares their daily experiences when they get home each evening. We are excited about all the wonderful opportunities that lie ahead.

Mrs. Kristen Jones, our new Assistant Principal, and I are eagerly awaiting the first day of school. We cannot wait to see your smiling faces, and to have our Dames Ferry Family back together.

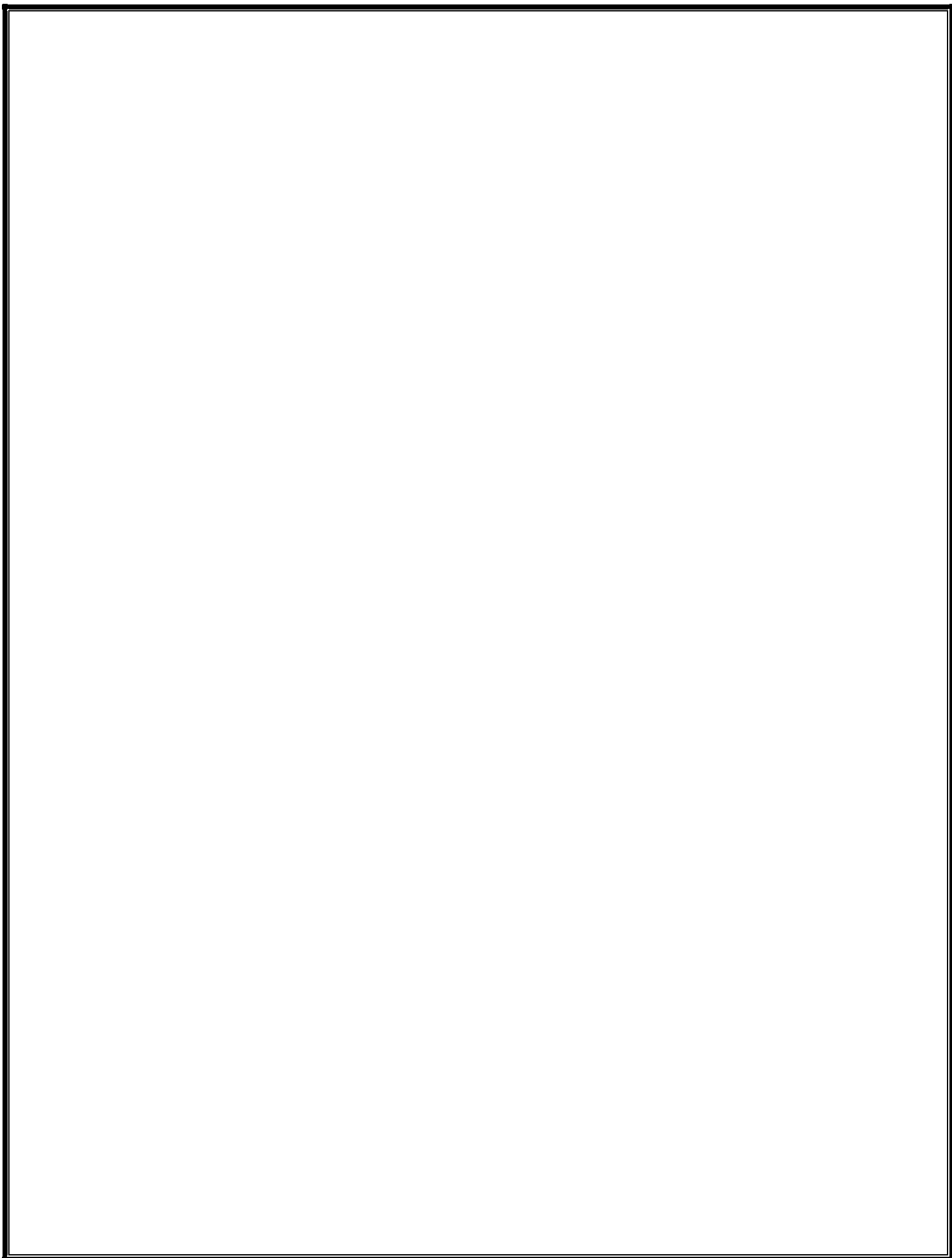
Wes Cavender

Principal

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



**Jones County School System Academic Calendar
2021-2022**

July 27 – August 3	Tu-Tu	Pre-Planning (Professional Learning Days)
August 4	W	1st Day of School
September 6	M	Labor Day Holiday
October 8	F	Distance Learning/Professional Learning Day
October 11 – 15	M-F	Fall Break
November 22 – 26	M-F	Thanksgiving Holidays
December 17	F	Last Day before Christmas

End of First Semester

January 3	M	Planning Day/Student Holiday
January 4	Tu	Students Return to School
January 17	M	M.L. King Holiday
February 17	Th	Distance Learning/Professional Learning Day
February 18, 21	F-M	Presidents' Day Holiday
April 4 – 8	M-F	Spring Break
May 24	Tu	Last Day of School
May 25 -27	W-F	Post-Planning Days

See an updated DFE calendar online on our DFE Webpage for current events. All school events, schedules, assignments, special notices, menus, calendars, and other important information are posted for your review. Please contact our media specialist for more information and/or assistance.

Title IX

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

Dames Ferry Elementary School Contact Information

Principal	Wes Cavender	wcavender@jones.k12.ga.us
Assistant Principal	Kristen Jones	kjones@jones.k12.ga.us
Attendance/Data Records	Terry Chancey	tchancey@jones.k12.ga.us
Bookkeeping	Nita Cannon	ncannon@jones.k12.ga.us
Counselor	Connie Downey	cdowney@jones.k12.ga.us
Dragon Care	Katherine Miller	kmiller@jones.k12.ga.us
Early Intervention Program	Jennifer Tanner	jtanner@jones.k12.ga.us
Gifted Program	Molly Batchelor	mbatchelor@jones.k12.ga.us
Instructional Coach	Melody Nebel	mnebel@jones.k12.ga.us
Nurse	Joy Hamby	jhamby@jones.k12.ga.us
Nutrition Department	Linda Kitchens	lkitchens@jones.k12.ga.us
Program for Exceptional Children	Stephanie Shaheen	sshaheen@jones.k12.ga.us
RTI/SST/504	Melody Nebel	mnebel@jones.k12.ga.us
Hospital Homebound	Connie Downey	cdowney@jones.k12.ga.us

Dames Ferry Elementary School Daily Schedule

Student Morning Drop-Off	7:20 a.m. – 7:50 a.m.
Buses Begin Arriving	7:20 a.m.
Breakfast Served	7:20 a.m. – 7:50 a.m.
Students Released to Classrooms	7:20 a.m.
Morning Drop-Off Closes	7:50 a.m.
Morning Work	7:40 a.m. – 8:00 a.m.
Tardy Bell Rings	7:55 a.m.

Students must be in their classrooms before 7:55 a.m.

Morning Announcements	7:55 a.m. – 8:00 a.m.
Instructional Day	8:00 a.m. – 2:40 p.m.
Dismissal for Buses	2:40 p.m.
Dismissal for Car Riders	2:45 p.m.
Building Closes for Operation	4:00 p.m.
Dragon Care Program	3:00 p.m. – 5:45 p.m.

ACCEPTABLE USE POLICY FOR STUDENTS

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

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

ADMISSION POLICY FOR JONES COUNTY SCHOOL SYSTEM

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

Required documents:

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

The following items are acceptable proofs of residency:

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

AND two additional proofs of residency to include:

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

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

JONES COUNTY SCHOOL SYSTEM STUDENT COMPULSORY ATTENDANCE

Compulsory Attendance

Jones County School authorities, in cooperation with other county agencies and courts, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. 20-2-690.1, Mandatory Attendance, which requires every parent, guardian, or other person residing in the state having control of any such age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Jones County before 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: 2 Unexcused Absences – Parent/guardian will be contacted via email, phone call, or letter.

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

Level 3: 10 Unexcused Absences

- For students in elementary school, the Principal's designee will schedule a Children in Need of Services (CHINS) Attendance Review Meeting with the student's parent/guardian and CHINS committee.

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 outlined in this policy. Students may be temporarily excused from school when:

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

Students should present a written excuse within two (2) days after an absence whether excused or unexcused. Failure to do so will result 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 a student's illness-related absence is only valid for five (5) days per semester. After a student exceeds five days within a semester, a doctor's note is required to excuse the student's absence(s). The Principal and Executive Director of Student Services retain the right to excuse absences on an individual basis.

Tardy/Early Dismissal

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

1. Parent/Guardian must follow the same process to excuse (personal illness, illness in the 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.

Prescription and Over the Counter Medication Guidelines

Medications will **NOT** be transported on school buses. All medication must be brought to the school by the parent/guardian. The medications must be in the original prescription container (no baggies, foil, etc.).

Medications prescribed to be taken in the morning must be administered at home. If a child must carry medications (e.g., inhalers for asthma, EpiPen, etc.), a written statement from the doctor **MUST** be presented and kept on file at all times. Please note do not ask your child to transport medicine. Drugs of any kind are dangerous in possession of children.

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

It is the responsibility of the parent/guardian to inform the school of any changes. New medications or dosage will not be given unless a new form is completed. Medication is a parental responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication.

Unused medication should be retrieved from the school office/Clinic within one week after the medication is discontinued; otherwise, the school will dispose of the remaining medication.

School Illness and Injury

Sick students who are contagious **MUST NOT** be sent to school. To be considered non-contagious the student must be **fever free for 24 hours (below 100 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.

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. Therefore, beginning in August 2018, it is recommended that all backpacks and book bags be clear plastic or mesh. This recommendation does not apply to lunch boxes, athletic bags or musical instrument cases. These special purposed items will be stored in a designated area. Our goal is to provide the safest environment possible for students and staff.

BULLYING

Bullying/Harassment

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

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

- a. As used in this Code section, the term "bullying" means an act that is:
 1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
 2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
 3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - B. Has the effect of substantially interfering with a student's education;
 - C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - D. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of “**Cyberbullying**” which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment if the electronic equipment:

1. is directed specifically at students or school personnel,
2. is maliciously intended to threaten the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

Reporting a Bullying Incident

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

CHILD ABUSE AND NEGLECT REPORTING PROCEDURE

In fulfilling Georgia Law and GBOE Policy, all educators in the Jones County School System are to report suspected child abuse and neglect cases by the guidelines and procedures as described below:

Any child under 18 years of age who is believed to have had physical injury or injuries inflicted upon him or her, other than by accidental means, by a parent or caretaker, or has been neglected or exploited by a parent or caretaker or has been sexually assaulted shall be identified to a child welfare agency providing protective services where the child lives (DFCS). All school personnel suspecting child abuse and/or neglect shall make complaints to the designated delegate of the school superintendent (principal and school counselor).

The superintendent shall be notified of all referrals on child abuse and neglect received (or his/her designee and/or system social worker). Any teacher or other school personnel suspecting child abuse and/or neglect are to report it to the child's principal or school counselor. The principal or school counselor will then contact the county social worker who is to make contact with the Department of Family Children Services. Principals are school coordinators and as such are responsible for informing personnel of their responsibility and of ensuring them this action is legal under Section 99.32(s)5 and 99.36 of the Family Educational Rights and Privacy Act and constitutes no violation of confidentiality.

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

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

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

CUSTODY CONCERNS AND/OR SPECIAL PICK-UPS

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

DISCIPLINE

Jurisdiction of the Board of Education

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

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

Student Support Process

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

Determination of Disciplinary Action

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

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

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

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

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

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

Authority of the Principal

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

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

Progressive Discipline

Dames Ferry Elementary believes that every student has the right to learn, and every teacher has the right to teach. DFE 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.

Common disciplinary consequences in place at DFE are:

1. Writing the *Code of Conduct Rules*
2. Supervised time-out
3. Loss of recess privileges
4. Loss of free time
5. Office supervision
6. Lunch detention
7. Campus beautification
8. Parent conferencing
9. Before/After school detention
10. Suspension from school
11. Suspension from the bus
12. Referral to school counselor
13. Referral to social agencies

Code of Conduct

Students at DFES are responsible for our school's expectation matrix on page 5 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.

Classroom/School Level 1 Violations and Consequences

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

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

Classroom/School Level 2 Violations and Consequences

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

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

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

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

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

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

These contraband items include, but are not limited to:

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

Supplemental Information-Discipline Procedures

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

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

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

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

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

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

Students are not allowed to smoke, use or possess tobacco, vaping devices, or electronic cigarettes of any kind before, during, or immediately after school hours; in the school buildings; on the school grounds; or on the school

bus. Students leaving campus without permission to use tobacco, vaping devices, or electronic cigarettes are subject to the provisions of this policy.

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

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

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

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

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

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent/guardian to attend a conference for devising a disciplinary and behavioral correction plan.

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

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.

PBIS (Positive Behavioral Interventions and Supports)

The Positive Behavior Interventions and Support (PBIS) initiative incorporates effective teaching, positive rewards, positive reinforcement, consistent procedures and rules, and logical consequences to teach students appropriate behavior necessary to be successful in school and throughout life. Faculty and staff must proactively teach, reinforce, correct, and supervise student behavior. All students are expected to **Be Respectful, Be Responsible and Be Your Best**. The following are explicitly taught to assist students in meeting these expectations and to increase student participation in teaching and learning activities.

DRAGON CARE (After School Daycare Program)

DFE offers After School Child Care on our campus each day from 3:00 PM to 5:45 PM. Contracts and information may be obtained from the school office. Proceeds from Dragon Care go toward the purchase of supplies and equipment that our students need. Please contact Katherine Miller at (478) 986-2023 or kmiller@jones.k12.ga.us with any questions.

DRESS CODE

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

- Whenever see-through outer garments are worn (i.e., very sheer or net shirts) another shirt must be worn. When arms are raised, skin around midriff and lower back area must not be exposed. Clothing such as backless blouses, midriffs, halter tops, low-cut dresses or shirt or strapless dresses are not to be worn. Spaghetti straps must not be worn. Undergarments must not show. Tank top type undershirts, tank tops, or shirts cut down the sides are inappropriate. Jumpers require a blouse or shirt. Revealing cutouts or tears and un-hemmed cutoffs are not permitted for any age.
- Shoes are to be worn. Shower type flip flops are inappropriate. Selected shoes should not damage floor surfaces.
- Hats or other head coverings are for outside wear only for all students, both male and female, unless required for documented health or religious reasons
- Form fitting garments such as bicycle pants, aerobic outfits, and body pants are not to be worn as outer wear. Tights must be worn with an outer garment that otherwise meets all dress code requirements, including length.
- In addition to dresses, skirts, and trousers, students of grades K-5 may wear shorts of reasonable length.
- Pants must be worn at the natural waistline with a belt if pants have belt loops. Sagging or oversized pants are not permitted. Oversized pockets are not permitted for safety reasons. Shirt tails must be tucked into pants unless they are designed to be worn outside, such as squared hem or banded bottom or they are worn jacket-style. Extremely oversized garments are not permitted for safety reasons.
- If makeup is worn it should reflect good taste and should not disrupt instruction. Oversized earrings can prove hazardous on playground equipment and during physical activities and are strongly discouraged.

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

Drug Searches

Random/unannounced school-wide drug searches are conducted by the school with assistance from local law enforcement agencies.

In conclusion, the misbehaviors and consequences for Levels 1, 2, and 3, may be any or all of those listed for each level, or others allowed by Board Policy. The items in each list are neither exclusive, exhaustive of behaviors and/or consequences that may result in disciplinary action. Please note that Level 2 and 3 violations require the teacher to refer the student committing the misbehavior to the principal or designee for the relevant discipline.

EMERGENCY DRILLS

The following drills are conducted throughout the school year;

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

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

FACULTY CREDENTIALS AND CERTIFICATION

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

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

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

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

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

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

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

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

Title I and II Coordinator: Charlotte Foskey
Title IX Coordinator: contact BOE
Title VI Coordinator/Section 504/ADA Coordinator: Lauren Sheffield

Any eligible student or any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child. Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs. Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with FERPA regulations. A parent or eligible student who believes his record contains an error may request its

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

FEES/OWED BALANCES

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

HEALTH RELATED SERVICES

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

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

WHEN TO KEEP YOUR CHILD HOME

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

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

KEEP A CHILD HOME IF HE/SHE:

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

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

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

HEAD LICE

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

Please help the school prevent lice outbreaks by encouraging your child not to share clothing items or other personal items such as combs, brushes, and towels with friends. The school nurse is available for consultation with difficult cases.

ICE CREAM

Students will have the option to purchase an ice cream for \$1.00. They must purchase a ticket in the morning before the tardy bell rings. Teachers have the authority to withhold ice cream purchases from a student when deemed necessary. Purchasing an ice cream is a privilege offered at DFE.

SCHOOL CLOSINGS

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

LOST AND FOUND

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

MEDIA CENTER

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

MEDICATION GUIDELINES

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

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

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

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

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

NUTRITION PROGRAM: PROVIDING HEALTHY MEALS FOR ALL OUR CHILDREN

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

Meal Applications

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

Meal Prices: Meal prices for the 2021-22 school year are as follows:

Breakfast:	Full Paid Student Pre/Elementary	\$1.50
	Reduced Student	.30
	Adult:	\$2.50
Lunch Prices for Pre-K and Elementary Schools:		
	Full Paid Student Pre/Elementary	\$2.00
	Reduced Student	\$.40
	Adult:	\$3.35

****Breakfast/Lunch will be free for all students during the 2021-2022 school year. Students will not be required to fill out a school meal application this school year.***

Ala Carte Items

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

Payments for Meals

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

School Meal Charge Policy

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

Menus

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

Special Diets

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

OUTDOOR PLAY

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

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

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

PARENT NOTICE OF PPRA RIGHTS

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

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

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

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

STUDENT PHOTO RELEASE/WEB SITE(S) PHOTOS

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

COMMUNITY AWARENESS/PUBLIC RELATIONS PHOTOS

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

QUIET REFLECTION

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

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

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

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

In compliance with the requirements of The Every Student Succeed Act (ESSA) the Jones County School System informs parents that you may request the following information:

- Whether the student’s teacher-
- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
- is teaching in field of discipline of the certification of the teacher.

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 – Mrs. Kim Jones (478-986-6295)
TWES – Mr. Jeff Tharpe (478-986-2222)
WES – Mrs. Gwen Hudson (478-742-5959)
CRMS – Mr. Dennis Woolfolk (478-743-5182)
GSMS –Mrs. Leigh Ann Knowles (478-986-2090)
NGC and JCHS – Mr. Lance Rackley (478-986-5444)

SECLUSION OR RESTRAINT OF STUDENTS

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

SENATE Bill 413: SECTION 5

Part 2 of Article 16 of Chapter 2 Title 20

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

STUDENT/EMPLOYEE SEXUAL HARRASSMENT POLICY

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

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

Reporting Regulations

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

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

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

SCHOOL SUPPORT PROGRAMS

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

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

STUDENT SERVICES

Rtl (Response to Intervention) Program

The Rtl (Response to Intervention) Program identifies students eligible for instructional and/or behavioral supports. Rtl 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 Rtl 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.

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 any of the school offices.

Please contact Mrs. Melody Nebel at (478) 986-2023 or mnebel@jones.k12.ga.us with any questions or concerns.

HOSPITAL/HOMEBOUND (H/H) INSTRUCTIONAL SERVICES

Hospital/Homebound refers to students who are medically prevented from normal school attendance based on certification of need by the licensed physician or licensed psychiatrist who is treating the student for the diagnosis. For more detailed information, please contact your child's counselor.

GUIDANCE AND COUNSELING

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 their school counselor at any time.

Mrs. Connie Downey, DFE School Counselor, can be contacted at (478)986- 2023 or cdowney@jones.k12.ga.us.

PROGRAM FOR EXCEPTIONAL CHILDREN (PEC)

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

JONES COUNTY SCHOOLS PROGRAM FOR GIFTED STUDENTS

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

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

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

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

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.

TEXTBOOKS

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

NAME TAGS

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

TRANSPORTATION

MORNING ARRIVAL

Morning drop-off will be from 7:20 a.m. – 7:50 a.m. in the front of the gym. Car riders should not be dropped off at any other location. Students will go directly to their classrooms once being dropped off beginning at 7:20. Those arriving after 7:50 a.m. should report directly to the office to sign in. Breakfast will be served from 7:20-7:50.

AFTERNOON DISMISSAL

Student Pickups: Students who are to be picked up after school will be dismissed from the gym at 2:45 each afternoon. Parents may pick up their children by coming through the front doors of the gym or the drive-thru pick-up beside the gym. All pick-ups should be checked out from the office before 2:30 and after 3:00 each afternoon. Students not picked up from the school by 3:00 will be placed in the DFE after school program. Please note that there is a fee attached to the service of child care within this program.

You will need the school issued pick-up card, picture ID, and the last 4 digits of your child's social security number in order to complete a smooth pick-up from school, even if you are recognized by the supervising adult or office staff member. Should you plan for someone other than yourself to pick up your child from school, please remember to provide this individual with the last four digits of your child's social security number and \ or birthdate. Each students receives 4 cards per sheet. Additional sheets are \$3.00 each.

JCSS BUS DRIVER STUDENT BEHAVIOR MANAGEMENT PLAN

MINOR OFFENSES

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

1. PREVENTION

- a. **Mandatory seat assignment**
 - i. Permanent assignments should be made during the first week of transportation.
- b. **Reading of school bus rules**
- c. **Verbal reminder**
 - i. Remind the student of the bus rule(s) not being followed.

2. INTERVENTION

- a. **Speak individually with student**
 - i. Remind student of expectations based on bus rules.
- b. **REASSIGN BUS SEAT**
 - i. Separate students involved in inappropriate behavior.
- c. **COMMUNICATION WITH PARENT/GUARDIAN**
 - i. Bus manager attempts to notify parent by phone or with a written notice of the student's inappropriate behavior and requests assistance in retaining safe transportation for everyone.

3. CONSEQUENCE

- o **JCSS Bus Discipline Form submitted to school administrator**

MAJOR OFFENSES

Will be referred straight to the school administrator.

JCSS SCHOOL BUS RULES

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

- 1) Students will follow directions of the driver.
- 2) Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
- 3) Students will wait in an orderly line and avoid playing.
- 4) Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- 5) Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
- 6) Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
- 7) Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- 8) Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- 9) Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
- 10) Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
- 11) Students will not extend head, arms, or objects out of the bus windows.
- 12) Students will be totally silent at railroad crossings.
- 13) Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
- 14) Students must provide a written note, signed by a parent/guardian to the school and a school official will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
- 15) Students will keep their bus clean and in good, safe condition.
- 16) Students shall be prohibited from using any electronic devices with or without headphones/earbuds during the loading and unloading of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones/earbuds with an audio system on a case-by-case basis as long as students are seated on the bus in transit but not while loading and unloading.
- 17) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

SCHOOL BUS LOADING AND INFORMATION SHEET

SCHOOL BUS LOADING PROCEDURES

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

Students crossing the street or highway should:

1. Stay on your side of the road until the bus comes.
2. Stay at least 12 feet away from the edge of the road.
3. Wait for the bus to stop and for your driver to signal when it is safe to cross.
Stop walking at the edge of the road. The stop arm is asking the cars to stop, but they may not stop. YOU must look both ways for moving cars. If a car is moving, do not step into the road. When it is OK...

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

Students not needing to cross street or highways should:

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

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

EMERGENCY EVACUATION PROCEDURES

(For additional information, contact your Transportation Office)

All students transported on JCSS school buses are required to receive instruction in emergency evacuation procedures. Bus drivers will read aloud to students the emergency evacuation procedures on the first day of school and will conduct monthly simulated evacuation drills to reinforce the safety of students being transported. Students are to be evacuated from the bus only when they are in more danger on the bus than they would be outside the bus. Parents, teachers, and school administrators are urged to help instill in students the importance of participating in the simulated bus evacuation drills and taking the drills seriously. A minimum of one physical drill will be performed annually.

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

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

Additional **Emergency Exits** include:

- 1) Roof hatch
- 2) Side push out windows

- 3) Windshields and other windows encased in black rubber gaskets


STUDENT BUS STOP ASSIGNMENT

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

ALTERNATE BUS STOP REGISTRATION

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

Jones County School System
Transportation Department
125 Stewart Ave
101 Ross Street
Gray, Georgia 31032



Director- Wendy Vaughn
Office Manager- Tina Pittman
478-966-6373
478-966-2021 Fax

Circle School:

PREK	DFE	GES	TWE	WES
CRMS	GSMS			
ALT	NGA	JCHS		

 BUS # _____

DATE: _____

Student's Name: _____ Teacher's Name: _____

Reason for Pass: New Rider Riding home with: _____
 Other: _____

Source of Change: Parent Note Parent Call: _____ Other: _____

If the student is not riding home with another student, what is the address of drop off: _____

Emergency contact information: _____

School Official Signature/Title: _____

CHANGE IN ROUTINE MODE OF TRANSPORTATION

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

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

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

VISITORS

Persons having business on any school campus must first sign in with a school official in the front office and provide a picture ID. Please enter the building during the school day through the front doors only. A Visitor's Pass will be issued to be used during the visit. **All school employees have been instructed to report any**

individual on campus who is not displaying a Visitor's Pass to the office. Failure to follow this procedure constitutes criminal trespass. Parents are welcome at all times; however, it is imperative that parents follow visitation procedures as well. Parents who wish to consult with a teacher(s) and/or administrator(s) should call the office of the school to schedule a mutually agreeable date and time. Please make note that vehicles parked on school campus are subject to search at all times.

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

- **CLASSROOM VISITS: Lengthy visits to any classroom must be prearranged with your child's teacher and notification given to the office.** Conferences may be scheduled with the individual teachers or through the school office. Teachers are to schedule at least two conferences with each child's parent/guardian during the school year. We request that you do not schedule conferences or phone teachers during the instructional blocks of the day. Coverage must be provided each time a teacher is removed from the classroom.
- **LUNCHROOM VISITS:** Should you wish to eat lunch with your child, please notify the teacher in writing or the lunchroom before 8:30 A.M. The lunchroom staff prepares food based on a daily count turned in each day by the allotted cutoff time. Adult lunches cost \$3.35 and student lunches cost \$1.85. We belong to the National School Lunch Program. Lunch and breakfast menus appear weekly in the Jones County News.

VOLUNTEERS

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

Important Notice Regarding Mandated Volunteer Training

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

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

WEAPONS (Descriptor Code: JCDAE)

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

- Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
- Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air

gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

Reporting Requirements

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

WEAPONS ACT

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

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

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

WITHDRAWALS

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

Dames Ferry Elementary School
Student Handbook
Addendum for COVID-19
Modifications may be made as situations change

Due to the ongoing global pandemic, this addendum adds safety precautions and policies to the Student Handbook. It was created with guidance received from the Georgia Department of Education (GADOE), the Center for Disease Control (CDC), and the Georgia Department of Early Care and Learning (DECAL). As additional guidance is received and considered, information will be evaluated and adjusted as needed. These standards and policies will take precedence over items found in the Student Handbook until further notice. The safety of our students and staff will continue to be our priority.

CONFERENCES

When possible, conferences will be conducted virtually or via phone rather than in person. In the event this is not possible, the conference must be scheduled with the teacher/administrator. If an in-person conference is scheduled, all individuals will be required to wear masks into the building and during the conference.

FIELD TRIPS

Off-site field trips will be limited/optional. Virtual field trips will be planned as appropriate in order to support the curriculum.

HEALTH RELATED SERVICES

Daily health checks should be conducted at home by the parent/guardian before coming to school. The principal and the school nurse will be the school's main COVID-19 point of contact. Students and staff with COVID-19 symptoms or a temperature of 100.4° F and above will be immediately isolated and sent home. The Jones County Safety Coordinator and the School Nurse Coordinator will coordinate the notification of health officials immediately for guidance on next steps, including closures. Measures will be taken to ensure student and staff privacy.

The school will adhere to CDC and Department of Public Health guidelines to determine student and staff member return to school timelines.

MORNING ARRIVAL 7:20 A.M. TO 7:50 A.M.

Any student arriving after the bell rings at 7:50 a.m. must be escorted to the building by a parent/guardian. A staff member located in the front office will sign the student in for the day.

OUTSIDE FOOD AND DRINKS

Outside food and drinks will not be permitted. Parents cannot drop off food from restaurants. Students may still bring their own lunch, but parents/guardians cannot bring cakes, treats, or other items for classroom celebrations, birthdays, or holiday parties. No lunch guests are allowed.

PARENT ORIENTATION/WORKSHOPS

All family events such as Parent Orientation, Workshops, etc. will be conducted virtually.

VISITORS

Visitors will not be allowed in any portion of the school building except the front lobby. This includes the lunchroom, classrooms, office areas, and playgrounds. Parents/guardians will not be allowed to walk students into the building.

VOLUNTEERS

Our volunteer program has been suspended until further notice.

**Jones County Schools
Handbook Signature Page
2021-2022**

Parents/Guardians:

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

Parent's/Guardian's Signature: _____

Date: _____

Student:

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

Student's Signature: _____

Date: _____

Teacher's Signature: _____

Date Received _____