



MIDDLE SCHOOL STUDENT HANDBOOK

“School-wide Title I”

This handbook belongs to:

Name _____

Address _____

City _____ **zip code** _____

Home Phone _____ **cell** _____

Student no. _____

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

Table of Contents

2017-2018 Calendar.....	3
The Family Education Rights and Privacy Act of 1974 (FERPA)	4
Admission Policy for Jones County Schools	5
Custody Issues of Minor Children and School Attendance in Georgia	6
Jones County Attendance Protocol	7
Dress Code.....	9
Student/Employee Sexual Harassment Policy	10
Reporting Regulations	10
Gang Policy.....	11
Contraband Materials	11
School-wide Title I Plan.....	12
Jones County Middle Schools School-Wide Behavior Plan	12
JCSS Bus Driver Student Behavior Management Plan.....	15
Weapons Act.....	18
Faculty Credentials and Certification	19
Withdrawals	19
Visitors	19
Media Center	20
School Closings	20
Medication Guidelines	20
Change in Routine Mode of Transportation	21
Clubs and Organizations.....	21
Emergency Drills	21
Athletics	20
Student Support Team / Section 504	21
Response to Intervention (RtI)	21
Program for Exceptional Children	21
Hospital Homebound (H/H) Instructional Services	22
School Meals.....	22
Title IX	22
Program For Gifted Students	23
Check Writing	23
Information Sheet	23
Use of Telephone	23
Drug Free School	23
Parent/Community Involvement with Activities	24
Bullying	24
Seclusion or Restraint of Students	26
Right-to-Know Teacher and Paraprofessional Qualifications.....	26
Parent Notice of PPRA Rights.....	26
Career and Technical Education Program.....	27
Signature Page.....	28

2017-2018 Calendar

July 31 – Aug 3	M – Th	Pre-Planning Days
August 4	F	1st Day of School
September 4	M	Labor Day
October 6 – 9	F – M	Fall Break Holidays
October 10	Tu	Student Holiday/PL Day
November 20 – 24	M – F	Thanksgiving Holidays
December 15	F	Last Day before Christmas

End of First Semester (87 student and 5 PL)

January 2	Tu	Planning Day/Student Holiday
January 3	W	Students Return to School
February 15	M	M. L. King Holiday
February 15 – 16	Th – F	Student Holiday/PL Days
February 19 – 20	M – Tu	Winter Break Holiday
April 2 – 6	M – F	Spring Break
May 25	F	Last Day of School
May 29 – 30	Tue – W	Post-Planning Days

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

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

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

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

It is the policy of the JCBOE not to discriminate on the basis of sex, age, race, handicap, religion, military status, or national origin in the educational programs and activities or admissions to facilities operated by the JCBOE. The Board shall comply with Title IX of the Education Amendments (1972), Title VI of the Civil Rights Act (1964), Title II of Vocational Education Amendments (1976) and Section 504 of the Rehabilitation Act (1973). To insure compliance with this policy, the Superintendent of Schools shall; designate staff to coordinate Title VI, Section 504, Title IX, Sex Equity and other efforts of the system to comply; investigate any complaints of violations with this policy; develop and administer a grievance procedure for personnel and students. The Superintendent shall provide for publication of these policies for all students in Jones County Schools, parents of students, employees of the JCBOE, and interested local groups.

The Jones County Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

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

Student records will be forwarded, without further notice to parents/guardians or eligible students, to any school within or outside the Jones County School system upon request of the school where a student is enrolling.

Local units of administration shall not withhold any student record because of nonpayment of fees. However, schools may withhold report cards, diplomas, or certificates of progress until fees are paid.

To ensure compliance with this policy, the following have been identified as persons to coordinate these programs:

Title I and II Coordinator: Gail Wincey

Title IX Coordinator: Kevin Sterling

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

Any eligible student or any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with FERPA regulations.

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

Admission Policy for Jones County Schools:

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

Required documents:

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

The following items are acceptable proofs of residency:

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

AND two additional proofs of residency to include:

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

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

Custody Issues of Minor Children and School Attendance in Georgia:

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

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

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

Custody Concerns:

Please notify the office staff if you have special concerns about certain individuals being allowed to pick up your child from school, visit your child during school hours or at school functions, and/or having access to a child's records

Jones County Attendance Protocol

The Jones County Board of Education recognizes that regular attendance is critical to student achievement. Students are required to meet all requirements governing compulsory school attendance. In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Jones County Board of Education that every day at school is important and that no student should be absent except for extraordinary reasons. Therefore, a student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or duly authorized school official. No student shall encourage or counsel other students to violate this policy.

Guidance from the Jones County school system for student attendance protocol can be found on the school website. The following information highlights some of the more frequently discussed information that relates to student 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 prior to their SIXTH birthday shall become subject to all provisions of the law. All students missing more than 5 unexcused days in Georgia are declared as truant by the law.

All Jones County students are affected by and fall under the provisions of our attendance protocol which is stated as follows;

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

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

Level 3: Ten (10) unexcused absences – The Executive Director of Student Services will schedule a Children in Need of Services (CHINS) Review meeting with the parents/guardian and CHINS committee members at the Jones County Board of Education.

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

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

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

Excused and Unexcused Absences

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

1. Personally ill and when attendance in school would endanger their health or the health of others.
2. A serious illness or death occurs in their immediate family.
3. Mandated by order of governmental agencies, including 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 teacher(s), however, should be given adequate time to prepare homework assignments and materials.

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

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

Excessive Excused Absences

A parent/guardian note is only valid for up to five (5) days per semester. A doctor's note will cover a health event of consecutive days. Once a student uses all of his/her parent notes for that semester, only a second party note, document, or other information requested by the Principal or Executive Director of Student Services may result in excuse of the absence. Otherwise, all absences after the fifth (5th) excused absence will be unexcused for the current semester. Please note that the Principal and Executive Director of Student Services retain the right to treat each occurrence on an individual basis without creating a precedent in any future case.

Tardy/Early Dismissal

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

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

Medical Appointments

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

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.

Senate Bill 413: Section 5

Part 2 of Article 16 of Chapter 2 Title 20

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

Student/Employee Sexual Harassment Policy:

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

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

Reporting Regulations:

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

1. relating to aggravated assault if a firearm is involved
2. relating to aggravated battery
3. relating to sexual offenses
4. relating to carrying weapons at school functions or on school property or within school safety zones

5. relating to the illegal possession of a pistol or revolver by a person under 18 years of age
6. relating to carrying deadly weapons at public gatherings
7. relating to possession and other activities regarding marijuana and controlled substances

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

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

Gang Policy:

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

Contraband Materials

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

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

- Permanent Markers and White Out
- Drugs / Alcohol / Tobacco
- Matches / Lighters and Explosive Devices (Fireworks, Snap’N Pops, etc.)
- Any Aerosol Spray
- Bandannas and Hats (Unless approved by the school administration)
- Padlocks
- Rubber Bands, ‘Hornets’, ‘Spitballs’, Straight Pins, etc.
- Skateboards, Inline Skates, Roller Blades, etc...(Items should be brought to the office)

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

School-wide Title I

What does it mean to be a Title I school?

Title I, Part A (Title I) of the Elementary and Secondary Education Act of 1965, as amended (ESEA), provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

Title I programs also seek to include strategies that support and increase parental involvement. All Title I schools must work with parents to create a written parental involvement policy.

Parent Resource Center

Each middle school has a Parent Resource Center that is accessible from 7:45 a.m. to 4:00 p.m. each school day. The resource center houses various materials dealing with a variety of topics including ideas of how parents can work with their child and school to improve their child’s achievement. If you need additional resources that you do not find there, please call the school so that the Parent Coordinator can assist you in gathering the materials needed.

Jones County Middle Schools School-wide Behavior Plan

The school-wide behavior plan is designed to provide a clear expectation of student behavior for all students. This behavior plan provides a celebration for those students who exhibit exceptional behavior each nine weeks. This plan also provides interventions and consequences for those students who do not meet the expected behaviors.

This behavior plan uses a point system to track and monitor student behavior. Each student begins the nine weeks with 50 points. There are two ways that a student may lose points: **1.** A point is taken for each infraction that occurs. **2.** Five points may be lost for inappropriate behaviors that result in a discipline referral.

Teachers track and monitor the loss of points during the course of the nine weeks. The students who lose a minimal amount of points during the course of the nine weeks are invited to attend a celebration. The students who lose more than a minimal amount of points during the course of the

nine weeks will begin to progress through the school-wide behavior intervention plan. An explanation of the school-wide behavior intervention plan is shown below.

Tier I

All students have the opportunity to start on Tier I unless extenuating circumstances exist.

Tier II

All students who have accumulated 25 or more behavior points while on Tier I or students who have been administratively placed on Tier II.

Tier III

Any student who is entering or returning from a non-traditional school setting including but not limited to alternative school, home school, YDC, or returning from expulsion.

Conduct Probation Contract

All Tier III students and any student whose behavior warrants administrative placement.

Middle School Behavior Progression for Students with Traditional Enrollment Status

Tier I, if these interventions are not successful the student will be placed on...

Tier II, if these interventions are not successful the student will be placed on...

Conduct Probation Contract, if interventions are not successful consequences will be based on frequency and severity of violation of contract.

Middle School Behavior Progression for Students with Non-Traditional Enrollment Status

Tier III if these interventions are not successful the student will be placed on...

Conduct Probation Contract, if interventions are not successful consequences will be based on the frequency and severity of violation of contract.

Tier I Consequences

Loss of **5** points: Parent contact, after school detention.

Loss of **10** points: Parent contact, Student will go before a Team Court to discuss behavior and a copy of the Team Court minutes will be sent home for a parent signature, Student will serve After School Detention. (Team Court is made up of the teachers who are directly involved with the student.)

Loss of **15** points: Parent contact, Office referral, Minimum of 1 Day ISS, Point tracking sheet sent home for parent signature.

Loss of **20** Points: Parent contact to schedule Parent Conference, Office referral, Point tracking sheet and Team Court Minutes reviewed during Parent Conference, administrative review of behavior to include but not limited to ISS, Prescriptive placement or Out of School Suspension, Placement on Tier II behavior intervention is possible.

Loss of **25** Points: Parent contact, Point tracking sheet sent home for parent signature, administrative review of behavior to include but not limited to extended ISS, extended Prescriptive placement, Out of School Suspension, or referral to disciplinary tribunal for alternative school placement. Placement on Tier II behavior intervention is probable. (Disciplinary tribunal is made up of the Hearing Officer, referring administrator(s) from the student's school and any witnesses.)

Tier II & III Consequences

Loss of **5** points: Parent contact, behavior log and Tier II consequences sent home for parent signature, a minimum of 1 day in ISS or Prescriptive placement.

Loss of **10** points: Parent contact, behavior tracking sheets sent home for parent signature, and a minimum of 2 days of ISS and/or Prescriptive placement, possible Out of School Suspension. The school counselor will be notified.

Loss of **15** points: Parent contact, behavior tracking sheet sent home for parent signature, a minimum of 3 days of ISS and/or Prescriptive placement, possible Out of School Suspension, Placement on Conduct Probation Contract is possible.

Loss of **20** Points: Parent contact, behavior tracking sheet sent home for parent signature, administrative review of behavior to include but not limited to extended ISS, extended Prescriptive placement, extended Out of School Suspension, referral to disciplinary tribunal for alternative school placement, Placement on Conduct Probation Contract is probable.

Loss of **25** Points: Parent contact, behavior tracking sheet sent home for parent signature, administrative review of behavior to include but not limited to ISS, Prescriptive placement, Out of School Suspension, or referral to disciplinary tribunal for alternative school placement, Placement on Conduct Probation Contract is probable.

Conduct Probation Contract

Each behavior contract will be developed and implemented to address the needs of the individual student. Each contract will also offer general guidelines for appropriate student behavior and expectations. Each contract that is developed will offer firm consequences for violations of the contract. All contracts will offer specific expected student behaviors.

JCSS BUS DRIVER STUDENT BEHAVIOR MANAGEMENT PLAN

RIDING A BUS IS A PRIVILEGE... NOT A STUDENT RIGHT

MINOR (Level I) 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 (Level II & III) OFFENSES

These are violations for which the consequence is either major or severe. These will apply steps 1 and 2.

JCSS SCHOOL BUS RULES

- 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 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 with an audio system on a case-by-case basis as long as it is in accord with the local school rules 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.

EMERGENCY EVACUATION PROCEDURES

(For additional information, contact your Transportation)

All students transported on JCSS school buses are required to receive instruction in emergency evacuation procedures.

Bus drivers will read aloud to students the emergency evacuation procedures on the first day of school and will conduct monthly simulated evacuation drills to reinforce the safety of students being transported. Students are to be evacuated from the bus only when they are in more danger on the bus than they would be outside the bus.

Parents, teachers, and school administrators are urged to help instill in students the importance of participating in the simulated bus evacuation drills and taking the drills seriously.

A minimum of one physical drill will be performed annually.

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

- 1) Students should leave all personal items on the bus.
- 2) Students should unload one seat at a time.

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

Additional *Emergency Exits* include:

Roof hatch

Side push out windows

Windshields and other windows encased in black rubber gaskets

STUDENT BUS STOP ASSIGNMENT

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

ALTERNATE BUS STOP REGISTRATION

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

Weapons Act:

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

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

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

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

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

Reporting Requirements

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

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

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

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.

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.

Visitors

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

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.

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.

Medication Guidelines:

Medications are not to be transported on school buses by children. Parents or students must give to the bus driver any medications being brought to school. The driver will keep all medications under careful supervision during transport. Upon arriving at school, the driver will turn all medication over to an employee of the school system. The employee will ensure that all medications are given to the proper personnel for administration. Parents/Guardians should not assume that medications are safe for transport inside a student's book-bag or purse. In order for prescription medications to be administered at school, a written statement from the physician, which details the proper dosage, and times and a completed medication form, must be presented to school officials. No medications will be given to children at school without signed or documented verbal consent from parents/guardians. Only certified/classified personnel and/or the school nurse will administer medications at school. Over the counter medications such as cough drops, nose sprays, Tylenol, vitamins, etc. are monitored in the same manner, as are prescription drugs. If a child must carry medications around with him/her (example; inhalers for asthma), a written statement from the doctor must be presented to the school explaining the specifics of the situation.

Change in Routine Mode of Transportation:

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

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

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

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.

Athletics

There are many school sponsored athletic opportunities for all middle school students. In order to participate in middle school athletics a student must be in good academic, behavioral, and financial standing with the school. Athletic participation for students in good standing with the school will be determined by the head coach of each team. The only grade restriction for athletic participation will be for 6th grade students on the football and baseball teams. 6th Graders will not be able to participate as playing members of these teams.

Clubs and Organizations

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

- (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.

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

Student Support Team / Section 504

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

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Response to Intervention (RtI)

RtI is a tiered framework for service delivery that is systematic and data based for identifying and resolving students' academic or behavioral difficulties through implementation of scientifically based instructional practices based on the individual learner's needs.

RtI Contact: CRMS - Mrs. Kimberly Jones 478-743-5182

RtI Contact: GSMS - Mrs. Shannon Edmondson 478-986-2090

Program for Exceptional Children

Students in need of specialized instruction who qualify for assistance may be served through the Program for Exceptional Children (PEC). Children in this program are provided with an Individualized Educational Plan (IEP) designed to meet their special needs. Questions may be directed to the PEC Department at 478-986-4509 ext. 238.

Hospital Homebound (H/H) Instructional Services

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

School Meals

No food from outside restaurants or fast food chains still in the original packaging can be consumed in the cafeteria.

Special diets are available for children with specific needs. State law requires a doctor's written request before any modifications may be made. The nutrition director at the child's school must be provided the necessary documentation in order for modifications to be offered.

School menus run weekly in the Jones County News.

Breakfast and lunches may be paid in advance by the day, week, month or year. Any absences will be credited to your child's account. Children may not have more than \$5.00 in charges. Any more than \$5.00 in charges, the nutrition department is required to serve your child a sandwich, a piece of fruit and milk, at regular cost. Hot lunches or the scheduled sack lunch is not allowed over the \$5.00 charge. The nutrition staff will attempt to contact you, on a weekly basis.

Breakfast may not be charged. Breakfast is served each morning before the beginning of class. If a child rides a bus which arrives past the cut off time, all attempts will be made to ensure a breakfast is provided to your child.

For families suffering with economic burdens, free and reduced lunch/breakfast forms may be obtained from your child's teacher and /or school nutrition director. Upon completion of these forms, the nutrition director will determine eligibility and will notify the parents/guardians of the results. This matter is handled confidentially. Should you have questions about the lunch program or need to clarify a payment status, please contact Roslyn Foster, Jones County Nutrition Director, at 478-986-1390. The office staff members, or your child's classroom teacher, do not handle the finances dealing with meals at school.

The implementation of the New Meal Pattern requires schools to increase the availability of fruits, vegetables, whole grains, fat-free and low fat milk. Limitations have been placed on sodium, fat, added sugar and calories.

Your child can learn good habits for life by making healthy food choices and getting proper exercise. Encourage your child or children to try new foods and eat healthy foods offered.

Reinforce healthy eating by offering similar new foods at home.

Keep updated on the changes at www.fns.usda.gov/healthierschoolday.

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 Americans with Disabilities Act (1990).

JCBOE Policy 0701-P-1 and d 0701-PR-1

Title IX Coordinator: Mr. Kevin Sterling

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.

Check Writing

When writing a check you must put your child's name and what the check is for on the memo line in the bottom left corner of the check. **NO** checks will be accepted by the school during the month of May.

Information Sheet

At the beginning of each school year, parents or guardians are asked to complete an information sheet for their student. It is essential that this form be completed accurately so that a means of communication between the school and home can be maintained. If the information submitted to the school changes throughout the school year, please notify the office so that the appropriate changes can be made. Also, it is imperative that all adults who have permission to pick up your student and those to be contacted in the case of an emergency be clearly listed.

Use of Telephone

Students may use the office phone only in *emergency* situations. In order to use the phone, students must have a signed planner or a note from a teacher along with the secretary's permission.

Drug Free School

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

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

- On the school grounds during and immediately before or immediately after school hours,
- On the school grounds at any other times when school is being used by any school group,

- Off the school grounds while at a school activity, function, or event,
- En route to and from school, or
- Off the school grounds while the student is in attendance at school or is otherwise subject to jurisdiction of school authorities.

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

Parent/Community Involvement with Activities

We recognize the importance of parent and school connection and encourage parents and the community to actively assist with the process of learning for all students. We will conduct and sponsor activities that allow involvement from the parents and the community which places a positive impact on student success. While we do encourage parent involvement, we also reserve the right to limit access to our school campus and student activities depending on the nature and frequency of these activities. Keep in mind that all visitors must be approved by the principal and sign in each day before visiting any part of the campus.

BOARD POLICY

Descriptor Code: JCDAG

Bullying

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

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

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;

- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

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.

Cyber Safety

It is the intention of the Jones County School System to provide cyber safety for all students. Information about cyber safety will be sent home with each student. If you have any specific questions or concerns please contact your child's school.

Web Site Photos, Community Awareness and Public Relations Photos

In an ongoing effort to celebrate the achievements and accomplishments of our students we will seek opportunities for student recognition. If you do not wish for your child's picture or image to be used please indicate this on the student photo release form that will be sent home with your child. If you have any questions, or if you do not receive this information, please contact the school.

3.3f Right-to-Know Teacher and Paraprofessional Qualifications

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

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

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

Parent Notice of PPRA Rights

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

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

Career and Technical Education Programs

The Jones County School system offers the following career and technical education programs in grades 9-12.

Agriculture
Construction
Business & Computer Science
Education
Family Consumer Science
Healthcare Science
Marketing Sales & Services

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

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

Laura Rackley
Career Technical Administrator
339 Railroad Street
Gray, GA 31032
478-986-5444
laurarackley@jones.k12.ga.us

Inquiries regarding nondiscrimination policies should be directed to:

Kevin Sterling
Title IX Coordinator
125 Stewart Avenue
Gray, GA 31032
478-986-3032
ksterling@jones.k12.ga.us

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

Parents/Guardians:

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

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

Student:

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

Student Signature: _____ Date:_____