



MIDDLE SCHOOL STUDENT HANDBOOK

THIS HANDBOOK BELONGS TO:

NAME _____

ADDRESS _____

CITY _____ **ZIP CODE** _____

HOME PHONE _____ **CELL** _____

STUDENT NO. _____

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SUCCESS FOR ALL

ACADEMIC ACHIEVEMENT

ETHICAL BEHAVIOR

RESPONSIBLE CHARACTER 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 address in this handbook.

Jones County Schools

2014-2015 Calendar

July 31 - August 4	Th - M	Pre-Planning Days
August 5	Tu	First Day of School
September 1	M	Labor Day Holiday
October 9	Th	Student Holiday / P.L. Day
October 10 - 13	F - M	Fall Break
November 24 – 28	M – F	Thanksgiving Holidays
December 19	F	Last Day before Christmas
End of First Semester		
January 5 - 6	M – Tu	Student Holidays / P.L. Days
January 7	M	Students Return to School
January 19	M	M.L. King Holiday
Feb. 13	F	Student Holiday / P.L. Day
Feb 16	M	Winter Break Holiday
March 30 – April 3	M - F	Spring Break
May 22	F	Last Day of School
May 26 – 28	Tu – Th	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 a 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(ren).

It is the policy of the Jones County Board of Education (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 ensure compliance with this policy, the Superintendent of Schools shall; designate staff to coordinate Title VI, Section 504, Title IX, Sex Equity and other efforts of the system to comply; investigate any complaints of violations with this policy; develop and administer a grievance procedure for personnel and students. The Superintendent shall provide for publication of these policies for all students in Jones County Schools, parents of students, employees of the JCBOE, and interested local groups. Such publications shall include the name, office address, and telephone number of the compliance administrator designated pursuant to the policy. Said policies are available online on the Board of Education's website at <https://eboard.eboardsolutions.com/index.aspx?S=4098>. To ensure compliance with this policy, the following have been identified as persons to coordinate these programs:

Title I Coordinator: Mrs. Gail Wincey

Title II: Mrs. Estelle Jacobs

Title IX Coordinator: Ms. Christy Prosser

Title VI Coordinator/Section 504/ADA Coordinator: Mrs. Jennifer Mellor.

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

Admission Policy for Jones County Schools

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

Required documents:

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

The following items are acceptable proofs of residency:

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

AND two additional proofs of residency to include:

- 1) current utility bill which displays 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) tag receipt
- 4) W-2/1099 form with address and name as filed for taxes for a current year filing

*If the family has a purchase contract on a home –The contract should have the complete address, all signatures, and a closing date within 90 days of the date the student will start school.

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 domiciled (residence) 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 domiciled (residence) 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 domiciled (residence) 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 have 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.

ABSENCES

The Jones County Board of Education defines truancy as “any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.”

EXCUSED ABSENCES

An excused absence is an absence for which a student may make up any schoolwork missed during the absence. However, any excused absence will be treated as an unexcused absence when a student does not satisfactorily make up the schoolwork missed or does not provide an excuse from the parent or guardian within the time limits required by the school. Once the student returns to school no written excuses or written documentation will be accepted after two (2) days. Jones County Schools will accept five (5) parent notes per semester as documentation for an excused absence.

Students returning to school from excused absences must make up all work within five school days for each one day absent. The principal on an individual basis shall determine time allotted for make-up work for students with extended absences. Local Boards of Education are not required to provide make-up work for unexcused absences.

Absences due to out-of-school suspension shall not count as unexcused days for the purpose of determining student truancy.

All students (K-8) will be counted present if they are in attendance more than one half of the instructional day.

Attendance requirements are applicable to all students with the exception of disabled students whose IEP's or IAP's specify differently. Guidelines, rules and regulations governing Special Education and/or 504 shall be followed.

ABSENCES FROM SCHOOL MAY BE EXCUSED FOR THE FOLLOWING REASONS:

1. The student’s personal illness and attendance at school will endanger his/her health or the health of others.
2. The student’s immediate family has a serious illness or death, which would reasonably necessitate an absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the Armed Forces mandating an absence from school.
4. A special or recognized religious holiday observed by the faith of the student that occurs on a school day.
5. Conditions render attendance impossible or hazardous to the student’s health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.
7. Students serving as a page in the Georgia General Assembly shall be counted present for the day(s) served.
8. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his/her parent or legal guardian prior to such parent’s or legal guardian’s deployment or during such parent’s or legal guardian’s leave. Nothing in the Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes.
9. Final course grades of students shall not be penalized because of absences if the following conditions are met:
 - a) Absences are justified and validated for excusable reasons.
 - b) Makeup work for excused absences was completed satisfactorily.

House Bill 314: Section 2

Subpart 2 of Part 1 of Article 16 of Chapter 2 of Title 20

(b) A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

THE SCHOOL MAY REQUEST THAT THE PARENT(S)/GUARDIAN(S) PROVIDE ONE OR MORE OF THE FOLLOWING DOCUMENTS TO VALIDATE THE ABSENCES AS EXCUSED

1. School nurse release
2. Doctor’s excuse
3. Subpoena/Court Order
4. Government documentation that the student served as a page at the Capitol
5. Government document for pre-induction physical examination for service in the Armed Forces

***** **This list is not all-inclusive** *****

The Jones County Board of Education will adhere to the following steps:

1. At the beginning of each school year, the parent(s)/guardian(s) will receive a letter from the principal of the school in which the student is enrolled that lists the consequences and penalties for excessive unexcused absences. The parent(s)/guardian(s) must sign a statement indicating receipt of the letter. The acknowledgment letter shall be maintained on file at the school. Also, students who are ten (10) or older (by September 1st) must sign a statement indicating acknowledgement of the consequences and penalties for excessive unexcused absences. The acknowledgment letter shall be maintained on file at the school.
2. When a student accumulates three (3) unexcused absences, the teacher will contact the parent(s) and/or guardian(s). The teacher will document the contact.

3. When a student accumulates five (5) unexcused absences, the school will notify the parent(s)/guardian(s) of the consequences and penalties of such absences, and that each subsequent absence shall constitute a separate offense. The parent(s)/guardian(s) must sign a statement indicating receipt of the notification of the consequences and penalties of such absences. The school will keep a copy of the signed notification letter as documentation that parent(s)/guardian(s) are aware of the consequences and penalties. If the parent(s)/guardian(s) cannot be notified (after two (2) reasonable attempts), the school will send a written notice via certified mail with a return receipt requested. The school will maintain documentation that the school attempted to notify the parent(s)/guardian(s) and that the notification letter was sent by certified mail.
4. When a student accumulates seven (7) unexcused absences, the school will refer the student to the Attendance Support Team. The referral must include all supporting documentation (i.e., acknowledgment letter, signed statement of consequences and penalties, doctor excuses, health and emergency card, and/or etc.). The school administrator or designee will coordinate the Attendance Support Team (AST) meeting.
- 5.

TARDY/CHECKOUT POLICY

A child is tardy to school when he/she arrives to school and is unable to report to homeroom before homeroom starts. **Excessive tardiness to homeroom will result in ISS placement.** Excessive tardiness during the school day will be addressed using the school-wide behavior plan.

Students who are tardy to and/or check out of school early must bring a signed note from a parent on the day he or she returns to school giving the reason for the tardy and/or early checkout. All absences, tardies, and early checkouts will be evaluated by State guidelines to determine if the absence, tardy, or early checkout is excused or unexcused.

Definitions:

Tardy to School: Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day is tardy to school. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Tardy to Class: A student is *tardy to class* when he/she arrives to class following the ringing bell, chime, or other audible signal indicating the beginning of instructional time.

Excused Tardy: A tardy resulting from events beyond a student's control; such as an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or designee as acceptable. Documentation is required to excuse a tardy.

Unexcused Tardy: Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, car trouble or similar excuses determined by the Principal or designee as unacceptable are unexcused. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

Early Checkout: Leaving school prior to the end of instructional time and/or the end of the official school day.

- Excused: Early checkouts for emergency, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early checkouts. Excessive incidents of excused early checkout may result in referral to the SST if the Principal deems necessary.
- Unexcused: Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the SST as the Principal deems necessary.
- Any changes to afternoon student transportation should be made prior to 2:30.
- No students will be allowed to check out after 3:00. Special consideration may be given if prior approval is granted by the school.

Official School Start/End Time: The time designated by the principal and advertised to students and parents as the official start or end of the school day. Correct time will be the time as determined accurate by the school principal, indicated on a designated school clock, and displayed in a prominent public location.

Attendance Support Team (AST): An interdisciplinary group that uses a systematic process to address learning, behavior, and/or attendance problems of K-12 students in a school.

ATTENDANCE SUPPORT TEAMS

Each school will establish an Attendance Support Team (AST) chaired by the school administrator or designee. The team will be responsible for monitoring and implementing policies to reduce truancy at the applicable school. The team will assess each truancy case and develop strategies and interventions to correct the student's truancy.

CONSEQUENCES AND PENALTIES OF UNEXCUSED ABSENCES

Parent(s)/guardian(s):

1. The parent(s)/guardian(s) must attend an Attendance Support Team (AST) meeting at the school if summoned for such a meeting. Members of the Attendance Support Team can include the principal and/or designee, the teacher, the school counselor, the school social worker, and/or the school resource officer, the parent(s)/guardian(s), and the student (age 10 and older). An attendance contract will be developed in an effort to avoid a referral to the court system.
2. In cases where the parent(s)/guardian(s)/student(s) (age 10 and older) refuse to develop and/or violate an attendance contract, the case will be referred to the Interagency Committee and/or court system
3. Deprivation charges may also be filed with the Juvenile Court System.
4. Judges may invoke the following consequences:
 - a. \$25.00-\$100.00 fine for each offense
 - b. Imprisonment up to thirty (30) days for each offense
 - c. Community Service
 - d. Court referral and/or referral to a community intervention program
 - e. Any combination of the above

Students:

1. Students who are age ten (10) or older must attend an Attendance Support Team (AST) meeting if referred to such a meeting.
2. In cases where the parent(s)/guardian(s)/student(s) (age 10 and older) refuse to develop an attendance contract or violate the attendance contract, the cases will be referred to the Interagency Committee and/or Juvenile Court. Deprivation charges may also be filed with the Juvenile Court.
3. Students who are age fourteen (14) and older may be denied their driver's permit or license. At seven (7) unexcused absences, the school system will notify the student and the parent(s)/guardian(s) that if the student accumulates three (3) additional unexcused absences that the Department of Motor Vehicles will be notified.

Juvenile Judges may invoke the following consequences:

1. Up to twenty-four (24) months of probation
2. Must maintain passing grades in all subject areas
3. Must have no future discipline problems at school
4. Denial or suspension of driver's license
5. Community service
6. Court intervention service

When a student (age 16 and older) accumulates ten (10) or more consecutive unexcused absences, the school system has the authority to withdraw the student for non-attendance. The school will send written notification that the student has been withdrawn for non-attendance. A copy of the letter shall be maintained in the student's permanent record. The school system will send written notification to the parent(s)/guardian(s) to advise that the student has been withdrawn because of non-attendance.

STUDENTS UNDER ATTENDANCE SUPPORT TEAM CONTRACT (AST)

At the beginning of the school year, parents of those students having a prior Attendance Support Team Contract will receive a letter from the principal informing them that the student is on probation with the school system and therefore will be monitored closely for attendance violations.

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. Not all current styles are acceptable for school wear; therefore, dress regulations are to be the subject of periodic review and/or modifications. The adoption of a dress code should be founded on the premise of wholesome attitudes relative to the appropriate grooming and manner of dress. Rather than itemize all “dos and don’ts”, the Board sets the following parameters:

- 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 at all time. Shower type flip flops should not be worn. Bedroom shoes or Bedroom slipper type footwear should not be worn. School officials shall reserve the right to determine the appropriateness of any and all footwear in question.
- 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.
- Dresses, skirts, and shorts must be of reasonable length (within 3 inches of the knee).
- Pants must be worn at the natural waistline with a belt if pants have belt loops. Sagging or oversized pants are not permitted. Oversized pockets are not permitted for safety reasons. 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.
- Students should not wear pants that have holes above the knee. If your pants have patches, the patches must be on the outside of the pants.
- The multiplicity of styles and the frequency of change prohibit detailed itemizing of all patterns of dress and grooming. However, the JCBOE is committed to maintaining a dignified school environment. Grooming, personal hygiene, and dress may in no way detract from the learning process of the student or of others. School officials are charged with the responsibility of enforcing this policy and making decisions in situations requiring judgmental interpretation. Exceptions to this dress code may be permitted for special events. The principal must notify the superintendent of the exception prior to the event.

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 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 of 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 non-student visiting on the premises of any school facility shall not be permitted. No student shall use his or her gang membership or affiliation to threaten, intimidate, or harass verbally or physically other students or employees of the Jones County Board of Education. Any student who violates this policy shall be subject to discipline, which may include suspension and/or expulsion from school.

Corporal Punishment

As authorized by Georgia State Law, the Jones County Board of Education policy on corporal punishment permits any principal or designee employed by the JCBOE, in order to maintain proper control and discipline over a student placed in his/her care or supervision, to administer corporal punishment in accordance with accepted protocols set forth by the State and Local School System. Corporal punishment shall not be administered to a child whose parents or legal guardian has upon the day of enrollment of the pupil and/or on or before the first day of school for the current year filed with the principal of the school a statement from a medical doctor licensed in Georgia stating that it is detrimental to the child's mental or emotional stability.

Contraband Materials

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

- Electronic Games 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
- Toys which replicate weapons
- Collectables such as cards, coins, etc.
- Lasers of any type
- Pets and/or Live Animals
- Weapons (Refer to *Weapons Act*)
- 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.

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

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, any type of fireworks 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.
- 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.

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 child's book-bag or purse. In order for medications to be administered at school, a written statement signed by the parent, which details the proper dosage, and times and/or 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 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 on his/her person (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 p.m. 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

Note: Lockdown Drills are never conducted without prior notice to teachers. Fire Drills and Tornado 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:

- (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.

CRMS RtI Contact: Mrs. Kim Lanford 478-743-5182

GSMS RtI Contact: 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.

A breakfast program is available in all schools. Prices are as follows:

\$1.00 per Day Full Paid
\$.30 per Day Reduced
\$2.25 per Day Adult

Lunch prices are as follows:

\$1.50 per Day Full Paid	Pre-K, Dames Ferry, Gray, Wells and Turner Woods Elementary Schools
\$.40 per Day Reduced	All Schools
\$1.75 per Day Full Paid	Clifton Ridge, Gray Station, Maggie Califf 9 th Grade and Jones County High Schools
\$3.25 per Day Adults	

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 Mrs. Mary Ann Washburn, 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: Ms. Christy Prosser 478-986-3032, ext. 232

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 of 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.

Bullying will not be tolerated.

No student shall willfully attempt or threaten to inflict injury on another person, when accompanied by an apparent ability to do so or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Any student involved in such bullying is subject to appropriate discipline action.

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; or
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; or
 - b) Has the effect of substantially interfering with a student's education; or
 - 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.

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.

**Jones County Schools
Handbook Signature Page
2014-2015**

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: _____