

Dames Ferry Elementary School

545 Highway 18 West

Gray, GA. 31032

(478) 986-2023

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Home of the Dragons!!!



STUDENT HANDBOOK

2016 - 2017

THIS HANDBOOK BELONGS TO:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

HOME PHONE _____ CELL _____

DFE IS A TITLE I SCHOOL

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MESSAGE FROM THE ADMINISTRATION:

Dear Parents,

Please make a point to visit our webpage located at: <http://jones.schooldesk.net>

All school events, schedules, assignments, special notices, menus, calendars, and other important information are posted for your review. Please contact our media specialist for more information and/or assistance.

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

We look forward to working with you this school year! Our offices are open to you. Please feel free to contact us with questions or concerns.

Jones County School System Purpose Statement:

Academic Achievement Responsible Behavior Ethical Character

Notice of Disclaimer:

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

Jones County Schools 2016-2017 Calendar

Pre-Planning-PreK-12	August 1-4
1 st Day of School	August 5
Labor Day Holiday	September 5
Fall Break	October 7-10
Professional Learning / Student Holiday	October 11
Thanksgiving Break	November 21-25
End of 2 nd Nine Weeks	December 16
Christmas Holidays	December 19-January 3
Students Return	January 4
MLK Holiday	January 16
Professional Learning / Student Holiday	February 16-17
Winter Break	February 20-21
Spring Holidays	April 3-7
Georgia Milestones Test	April 11-April 26
Georgia Milestones Retest	May 15-May 19
Last Day of School for Students	May 26
Post-Planning	May 30-31

***** Georgia Milestones Assessment System*****

Testing Dates and Information

April 11, 2017- April 26, 2017

Georgia Milestones Assessment System Testing Window

** Attendance during the testing period is critical! Our school must demonstrate at least 95% attendance during the time of the testing session.**

More information will be made available concerning the Georgia Milestones Assessment System as it is updated by the Georgia Department of Education.

DAMES FERRY ELEMENTARY DAILY SCHEDULE

School Opens for Early Drop-off.....	7:00 A.M.
Buses begin to release students.....	7:25 A.M.
Breakfast Served	7:25 A.M. - 7:55 A.M.
Students released to class	7:40 A.M.
Drop Everything and Read	7:40 A.M. – 8:00 A.M.
Tardy Bell Rings.	8:00 A.M.

Students must arrive to class on or before 8:00

Morning Announcements	8:00 – 8:05 A.M.
Morning Instructional Block	8:00 A.M. - Lunch
Lunch Periods (vary by grade level).	10:30 A.M. - 1:00 P.M.
PM Instructional Block (vary by grade level).	1:00 - 3:00 P.M.
Dismissal for Buses.	2:50 – 3:00 P.M.
Dismissal for Car Riders.	3:00 P.M.
Building Closes for Operation	4:00 P.M.
Dragon Care Day Care Program	3:00 - 6:00 P.M.

Title IX

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

TITLE I

Title I is the largest federally funded program for schools. Through Title I, money is given to school districts around the country based on the number of low-income families in each district. The program provides extra academic support and learning opportunities for those farthest from meeting challenging state standards. Parents are welcome to check-out materials from our Parent Resource Center located in the Parent Coordinator's room.

DFE CONTACTS:

- SST/Section 504: Stacy Carr
- Program for Exceptional Children: Carla Whatley
- Gifted Program: Trish Ash
- Attendance/Data Records: Terry Chancey
- Bookkeeping: Cheryl DuPree
- Media Center: Belinda Chaney
- Discipline Issues: Clinton Burstson, Leigh Ann Knowles
- Title I/Parent Coordinator: Jackie Busch
- Counselor: Connie Downey

STUDENT SERVICES

STUDENT SUPPORT TEAM/SECTION 504: Students who demonstrate continual need for assistance with academic and/or behavioral issues will be referred to the SST Coordinator, Mrs. Stacy Carr. She will facilitate the SST Committee, consisting of teachers involved with the child, to develop strategies for success. Parents are invited to attend these meetings and may request minutes of any meeting held. Section 504 is part of the Americans with Disabilities Act and provides services for any student with a medical or mental disability that substantially limits one or more major life activity.

You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

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

Please contact Mrs. Stacy Carr at (478) 986-2023 or scarr@jones.k12.ga.us with any questions or concerns.

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 the instructional coach.

GUIDANCE: Students are encouraged to visit with the school counselor, Mrs. Connie Downey, for personal guidance and support. She is available to discuss any home, school, or social concerns. Please contact her at (478) 986-2023 or cdowney@jones.k12.ga.us.

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

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. Evaluations are conducted annually. Eligibility for the gifted program is based on multiple criteria. Information for each child will be gathered in the areas of mental ability, creativity, achievement and motivation. When the information has been gathered, all information is reviewed to determine eligibility. At the elementary level, students who qualify for the gifted program will be served one day a week in a resource setting. When students are served in the resource setting, they are not responsible for missed daily assignments in the regular classroom. Special circumstances may necessitate making up assignments such as special projects and/or tests. However, each situation needs to be carefully considered and the assignments should not be punitive for students in the gifted program. To obtain a referral form or to discuss the referral process, contact our gifted specialist, Mrs. Trish Ash at (478)986-2023/ tash@jones.k12.ga.us.

SCHOOL SUPPORT PROGRAMS

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

PTO: Parent-Teacher Organization (PTO) meetings are held monthly on Thursday of the following months: September, October, November, January, February, and March. These meetings are held in the gym with grade level programs planned afterwards for your enjoyment. Concessions are available at each meeting. Casual dress is appropriate. We encourage you to attend PTO meetings, so that you may remain informed and stay active in the school community.

DRAGON DEPOT: PTO Volunteers operate the "Dragon Depot" which is our school supply store for students. The Depot is open once a week.

DRAGON CARE (AFTERSCHOOL DAYCARE PROGRAM): DFE offers Afterschool Child Care on our campus each day from 3:00 to 6:00 P.M. Contracts and information may be obtained from the school office. Proceeds from Dragon Care go toward the purchase of supplies and equipment that our students need. Please contact Mrs. Carla Whatley at (478) 986-2023 or cwhatley@jones.k12.ga.us with any questions.

VOLUNTEERS ON CALL: DFE students could certainly benefit from your spare time! We are in need of willing adults to work with individual students, assist teachers with class projects, and read to small groups or classes. If interested, please contact Jackie Busch at (478) 986-2023 or jbusch@jones.k12.ga.us.

DFE SCHOOL'S CUSTODY CONCERNS AND/OR SPECIAL PICK-UPS:

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

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 and provide a picture ID. Please enter the building during the school day through the front doors only. A Visitor's Pass will be issued to be used during the visit. **All school employees have been instructed to report any individual on campus who is not displaying a Visitor's Pass to the office.** Failure to follow this procedure constitutes criminal trespass. Parents are welcome at all times; however, it is imperative that parents follow visitation procedures as well. Parents who wish to consult with a teacher(s) and/or administrator(s) should call the office of the school to schedule a mutually agreeable date and time. Please make note that vehicles parked on school campus are subject to search at all times.

NOTE: The first 5 days of school, parents will not be required to sign-in before walking children to their classrooms in the mornings prior to 7:40. Regular sign-in procedures will be required beginning the sixth day of school.

DFE CLASSROOM VISITS: Lengthy visits to any classroom must be prearranged with your child's teacher and notification given to the office. Conferences may be scheduled with the individual teachers or through the school office. Teachers are to schedule at least two conferences with each child's parent/guardian during the school year. We request that you do not schedule conferences or phone teachers during the instructional blocks of the day. Coverage must be provided each time a teacher is removed from the classroom.

DFE LUNCHROOM VISITS: Should you wish to eat lunch with your child, please notify the teacher in writing or the lunchroom before 8:30 A.M. The lunchroom staff prepares food based on a daily count turned in each day by the allotted cutoff time. Adult lunches cost \$3.25 and student lunches cost \$1.75. We belong to the National School Lunch Program. Lunch and breakfast menus appear weekly in the Jones County News.

SCHOOL MEALS:

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. These forms must be updated each school year. 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 charge more than \$5.00. Upon the \$5.00 maximum charge limit, the nutrition department is required to serve your child a cheese sandwich, a piece of fruit, and milk at the regular price. Hot lunches or the scheduled sack lunch is not allowed after the \$5.00 maximum charge limit is reached. The nutrition staff will send out a notice on Tuesdays and Thursdays to any student who owes breakfast/lunch money. Breakfast is served each morning until 8:00 a.m. 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.

LUNCHROOM AND RECESS BLOCK SCHEDULE

Estimated starting lunch times are listed below

Kindergarten:	10:30-11:10
1st Grade:	11:15-11:53
2nd Grade:	10:45-11:23
3rd Grade:	11:45-12:23
4th Grade:	12:30-1:08
5th Grade:	12:00-12:30

Student Lunches: \$1.75	reduced cost: \$0.40
Student Breakfasts: \$1.25	reduced cost: \$0.30
Adult Meals: \$3.25 (lunch)	\$2.00 (breakfast)

Extra Milk: 30 cents

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 the County Nutrition Director, at 986-1390, or School Nutrition Director at 986-2028. The office staff members or your child's classroom teacher do not handle the finances dealing with meals at school.

CHANGE IN ROUTINE MODE OF TRANSPORTATION:

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

- 1) Send written notification to the school
- 2) Phone the school before 1:00.

NO MODE OF TRANSPORTATION CHANGES WILL BE ALLOWED AFTER 1:00

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

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

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

Students who are to be picked up after school will be dismissed from the gym at 3:10 each afternoon. Parents may pick up their children by coming through the front doors of the gym or the drive-thru pick-up beside the gym. All pick-ups should be checked out from the office before 2:50 and after 3:10 each afternoon. Students not picked up from the school by 3:20 will be placed in the DFE after school program. Please note that there is a fee attached to the service of child care within this program.

EARLY LEAVES: If you plan to pick up your child before the dismissal time, please report to the main office located in the front lobby area. **Students are not allowed to be checked out from the office from 2:50-3:00.** Office personnel will have you sign the child out of school and will require the school issued pick-up card, a picture ID and / or the last 4 digits of the child's social security number be provided. Teachers will not allow students to be dismissed to their parents at the classroom door. All early check outs must go through the office. Children who are picked up before the 3:00 dismissal time are missing classroom instruction. Early dismissals become a part of the child's permanent attendance record.

INCLEMENT WEATHER/SCHOOL CLOSINGS: When hazardous weather 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.

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

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

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

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

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

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

BOOK COVERS: All textbooks should be covered. Our books are very expensive and a cover is the best method to lengthen a book's life. Please DO NOT cover with contact paper, newspaper, or adhesive tape. The best materials for covers are cloth, brown paper bags, butcher paper or purchased book covers.

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.

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.

Dragons in Action: Dragons in Action meets bi-monthly beginning in September and focuses on a character trait each month. Dragons in Action also completes various service projects throughout the year. Permission forms will be sent home and you may accept or decline participation in the club at that time. Questions or concerns: Melody Nebel (478)986-2023 or mnebel@jones.k12.ga.us

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.

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.

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.

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

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

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

Title I Coordinator: Dr. Gail Wincey
Title II Coordinator: Mrs. Geneva Braziel
Title VI Coordinator/Section 504/ADA Coordinator: Dr. Lauren Sheffield
Title IX Coordinator: Mr. Kevin Sterling

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.

Parent Notice of PPRA Rights

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

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. This notice and consent/opt-out provision transfers from parents to any student who is 18 years old or an emancipated minor under State law.

CHILD ABUSE AND NEGLECT REPORTING PROCEDURE: In fulfilling Georgia Law and GBOE Policy, all educators in the Jones County School System are to report suspected child abuse and neglect cases by the Guidelines and procedures as described below:

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

neglect shall make complaints to the designated delegate of the school superintendent (principal and school counselor). The superintendent shall be notified of all referrals on child abuse and neglect received (or his/her designee and/or system social worker).

Any teacher or other school personnel suspecting child abuse and/or neglect are to report it to the child's principal or school counselor.

The principal or school counselor will then contact the county social worker who is to make contact with the Department of Family Children Services.

Principals are school coordinators and as such are responsible for informing personnel of their responsibility and of ensuring them this action is legal under Section 99.32(s)5 and 99.36 of the Family Educational Rights and Privacy Act and constitutes no violation of confidentiality.

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.

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.

Jones County School System Student Attendance Protocol

Patterns of nonattendance and truancy are identified as early warning signs of academic failure and disengagement. The continuum of truancy to delinquency typically includes behaviors that result in suspension, expulsion, and dropout. Students with chronic absenteeism from school are found to have the lowest academic achievement, which puts them at greater risk for dropping out of high school. To increase student achievement as well as college and career readiness, Jones County School System Student Attendance Protocol addresses truancy and nonattendance by engaging students, parents, social service agencies, judicial system, and mental health agencies.

Points of Reference

- O.C.G.A. 20-2-690.1. Jones County School System authorities, in cooperation with county agencies, shall enforce the Georgia Compulsory Attendance Law. Mandatory Attendance requires that every parent, guardian, or other person residing in the state having control of any school age child or children between the ages of SIX up to the child's SIXTEENTH birthday must enroll and send such child or children to school.
- O.C.G.A. 20-2-690.2. The chief judge of the superior court of each county shall establish a Student Attendance Protocol Committee for its county. The purpose of the committee shall be to ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of Georgia.
- State Board of Education Rule, 160-5-.10 governs student attendance.

Excused Absences - May occur under the following circumstances.

*Personal illness or attendance in school that engenders a student's health or the health of others.

*A serious illness or death in the student's immediate family necessitating absence from school.

*A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.

*The observance of religious holidays, necessitating absence from school.

*Conditions rendering attendance impossible or hazardous to student health or safety.

*A student whose parent or legal guardian in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her prior to the parent's deployment or during the parent's leave.

*Students serving as pages of the Georgia General Assembly shall be counted presented.

*A foster care student who attends court proceedings relating to the student's foster care shall be credited as present.

The principal or his/her designee may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

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. Excessive/extended absences due to illness must be justified by a physician's statement

The following items should be specified and included on each written, emailed, faxed or 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 his/her parent notes for that semester, only a third party note, document, or other information requested by the principal or Director of Student Social Services may result in excuse of the absence. Otherwise, all absences after the 5th excused absence will be unexcused.

Only students who have excused absences may make up work or tests missed. Upon returning to school, students should complete makeup work missed 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.

***At the discretion of the principal or Executive Director of Student Social Services, a statement from a physician may be required to validate extended or excessive absences.**

Medical Appointments

Parents are requested to make dental, medical, and other appointments for students after school hours, on weekends, or during school holidays.

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

School days missed as a result of an out of school suspension shall not count as unexcused absences.

Procedures for Parent Notification

Level One

At two (2) Unexcused Absences: Principal's designee will notify the parent(s)/guardian(s) by phone, email, or letter about the unexcused absences. All student/parent contact must be documented.

Level Two

At five (5) Unexcused Absences: Principal's designee will schedule an Attendance Support Team (AST) meeting with the parent(s)/guardian(s) to discuss the unexcused absences. The parent(s)/guardian(s) must attend the Attendance Support Team meeting at the school if summoned for such a meeting. Members of the Attendance Support Team may include the principal or principal's designee, teacher(s), school counselor, Executive Director of Student Social Services, school resource officer, parent(s)/guardian(s), and student (age 10 and older).

An attendance contract will be developed in an effort to avoid a referral to the court system.

After two (2) reasonable attempts to notify the parent/guardian, including but not limited to telephone call, letter or email, the principal's designee will send written notice via certified (with return receipt) or regular mail. All student/parent contact must be documented. Please note that court proceedings cannot occur if the five (5) day notice for unexcused absences was not sent via certified mail with a return receipt. The principal's designee must document all effort(s) to contact the parent(s)/guardian(s).

In situations where parent(s)/guardian(s)/student (ages 10 and older) refuses to develop and/or violate an Attendance Contract, the case will be referred to the Children in Need of Services Attendance Review Committee.

Level Three

At ten (10) Unexcused: **For Students Under 12 Years of Age**

Principal or principal's designee will schedule an Attendance Review meeting with the Parent(s)/guardian(s). Members of the Attendance Review Team can include the principal or principal's designee, teacher(s), school counselor, Executive Director of Student Social Services, school resource officer, parent(s)/guardian(s), and student (age 10 and older). At this juncture, a referral to the Local Intervention Planning Team (LIPT), Operation Early Intervention (OEI), Department of Children and Family Service, Children in Need of Services Attendance Review Committee may be submitted for educational neglect by Executive Director of Student Social Services.

If the student accrues additional unexcused absences after the Attendance Review meeting, principal or principal's designee will notify the Executive Director of Student Social Services. A referral may be submitted to the court(s) for failure to comply with Georgia Compulsory Attendance.

All student/parent/guardian contact must be documented for court proceeding to occur.

Pre-court Diversion Programs

Child in Need of Services

In 2014, the Georgia Juvenile Code was rewritten with a stronger focus on wraparound interventions for youths. As a part of this new focus, the Juvenile Court's policy is to seek a solution to cure problems of the student by soliciting the parent's/guardian's cooperation with efforts of the CHINS Committee, rather than a mere probable cause determination as to whether a person violated the compulsory school attendance law.

Project Reconnect Diversion Program

This 30-90 day truancy intervention is designed for middle and high students under the age of sixteen, who have accumulated 10 or more unexcused absences. The objective of the Project Reconnect Diversion Program is to decrease truancy and increase graduation rates by re-acclimating students to school. While assigned to the Project Reconnect Diversion Program, the truant's school attendance, behavior, and academics will be closely monitored. During this period, the truant cannot:

- (1) accrue additional unexcused absences,
- (2) receive disciplinary infractions, or
- (3) fail to submit classwork or homework assignments.

These variables will be tracked in the Project Reconnect Diversion folder, which will include four three page forms. Each form will consist of a three-block grid that is labeled attendance, academics, and discipline. Seven rows and columns are in each block, along with the date and seven period headings. The student's teacher(s) will initial the forms according to the respective period in which they provide instruction to the student.

The Truancy Rules agreement outlines the terms and conditions of the Project Reconnect Diversion Program. Once each week, the Executive Director of Student Social Services and/or principal's designee will review the Project Reconnect Diversion folder with the student. If the terms of the Project Reconnect Diversion Program are violated, the Executive Director of Student Social Services will notify the CHINS Committee and/or juvenile court. Non-compliance may be reported any time during the current school year.

Consequences and Penalties of Unexcused Absences

Parent(s)/Guardian(s):

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 or principal's 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.

1. In cases where the parent(s)/guardian(s)/student(s) (ages 10 and older) refuse to develop and/or violate an attendance contract, the case will be referred to the Attendance Review Committee, Children in Need of Services Attendance Review Committee, and/or court system.

2. Deprivation charges may also be filed with the Juvenile Court System.
3. Judges may invoke the following consequences:
 - a. \$25-\$100 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 (10) or older must attend an Attendance Support Team (AST), Attendance Review, or Children in Need of Services 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 Children In Need of Services Committee, and/or Juvenile Court. Deprivation charges may be filed with the Juvenile Court.
3. At five (5) unexcused absences, the school system will notify the student and parent(s)/guardian(s) that if the student accumulates five (5) additional unexcused absences it may result in a referral to the Court System.
4. Juvenile Judges may involve the following consequences:
 - a. Up to twenty four (24) months probation
 - b. Must maintain passing grade in all subject areas
 - c. Must have no future discipline problem at school
 - d. Community Service
 - e. 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 nonattendance. 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 for nonattendance.

STUDENTS UNDER ATTENDANCE SUPPORT TEAM CONTRACT
AST

At the beginning of the school year, parent(s)/guardian(s) of students having a prior Attendance Support contract will receive a letter from the principal informing them that the student is on probation with Jones County School System; therefore, will be monitored closely for attendance violations.

CONSEQUENCE FOR VIOLATING PROBATIONARY STATUS

Parents of student who have two (2) unexcused absences will receive a phone call from school personnel. Additional absences may result in a referral to the Children in Need of Services Committee and/or Court System. There will be no contract prior to this referral.

TARDY/CHECKOUT POLICY

A child is tardy to school when he/she arrives in class after the tardy bell. If he/she is tardy, he/she must report to the office. **A parent must park and enter the building to sign the tardy student in for the day.**

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. 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, 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.

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.

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 without prior approval from the administration and/or classroom teacher and can be adjusted per school:

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

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

PBIS (Positive Behavioral Interventions and Supports)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. Behavioral support is provided for ALL students school-wide. This system of support will offer all students:

- Social skills instruction
- Positive and proactive discipline
- Social behavior expectations
- Active supervision and monitoring
- Positive acknowledgement
- Fair and corrective discipline
- Parent training and collaboration

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Jones County Board of Education Elementary Discipline Plan:

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

Level 1 Misbehaviors

1. Tardiness/Leaving Early
2. Violation of posted school/class rules
3. Disruptive behavior
4. Dress code violation
5. Minor damage to school property
6. Bringing nuisance items to school

Level 1 Consequences (not in any order)

- Parent contact
- Conference with student
- Student counseling
- Loss of privileges
- *Restitution, payment or repair of damages
- *Special assignments
- *Isolation, time out (1-3 days)
- Detention
- *Work detention
- Behavior contract
- *Suspension of bus transportation (1-3 days)
- Loss of participation in special activities
- Confiscation of nuisance items
- Unsatisfactory conduct grade
- Student support team referral
- Dress code violations shall be required to change offensive clothing or turn shirt inside out.

The misbehavior and consequences for Level 1 may be any or all of those listed in the above section, or others as allowed by Board policy. The items in these lists are neither exclusive nor exhaustive of behaviors and/or consequences that may result in disciplinary action. Teachers may refer Level 1 offenses to the principal or designee for appropriate discipline. () Starred consequences require an office referral. Teachers do not have the authority to enforce (*) consequences.*

Level 2 Misbehaviors

1. Repetition of Level 1 offenses
2. Disrespectful and/or abusive language, gestures or racial slurs
3. Possession of knife with blade less than 2"
4. Stealing
5. Possession of banned items at school or school functions
6. Forgery (including parent signatures on papers)
7. Cheating and/or other forms of dishonesty
8. Gambling
9. Physical contact (including spitting)
10. Defying authority
11. Violation of safety rules
12. Damaging school or personal property

Level 2 Consequences (not in any order)

- Contact Parents
- All Level 1 consequences
- Removal from class
- Isolation, time out (5-10 days)
- Out of school suspension (1-5 days)
- Referral to Resource Officer
- Referral to Disciplinary Review Committee
- Suspension of bus transportation (1-5 days)

The misbehavior and consequences for Level 2 may be any or all of those listed in the above section, or others as allowed by Board Policy. The items in these lists are neither exclusive nor exhaustive of behaviors and/or consequences that may result in disciplinary action. Level 2 offenses require the teacher to refer the student committing the misbehavior to the principal or designee for appropriate discipline.

Level 3 Misbehaviors (includes Georgia State Codes)

1. Alcohol

2. Arson
3. Battery
4. Burglary – breaking & entering
5. Computer trespass
6. Disorderly conduct
7. Drugs, excluding alcohol
8. Fighting
9. Homicide
10. Kidnapping
11. Larceny / theft
12. Robbery, including extortion by force or threat of force
13. Motor vehicle theft
14. Sexual battery
15. Sexual harassment
16. Sex offenses
17. Threats/intimidation
18. Tobacco
19. Trespassing
20. Vandalism
21. Weapons-firearms
22. Weapons-knife 2" or more
23. Weapons-other
24. Other serious incidents
25. Gang-related activity
26. Biting
27. Leaving school premises without permission
28. Threatening verbal assault on staff or students
29. Bullying

The misbehavior and consequences for Level 3 may be any or all of those listed in the above section, or others as allowed by Board policy. The items in these lists are neither exclusive nor exhaustive of behaviors and/or consequences that may result in disciplinary action. Level 3 offenses require that a teacher refer the student committing the misbehavior to the principal and/or designee for appropriate discipline.

IMPORTANT INFORMATION ABOUT THE DISCIPLINE CODE

1. Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not pick up items or to handle the illegal items.
2. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.
3. Students should be aware that any adult employee of the Jones County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify one's self or to carry out reasonable instructions will result in serious disciplinary action.
4. The discipline code applies to students:
 - a. who are on the school grounds during, immediately before or immediately after school.
 - b. who are on the grounds at any other time that the school is being used by school groups.
 - c. who are off the school grounds at a school activity, school function or event.
 - d. who are at the designated bus stop or in route by bus to and from any school function.
5. The school system reserves the right to punish behavior which interferes with order and discipline in the school, even though such behavior is not specified in the school's discipline code.

6. School administrators possess the authority to enact a behavioral contract, initiate SST, peer mediation, counseling, or other behavioral plans with students at any time deemed necessary for enhancing desired behavior.
7. In addition to the disciplinary procedures for conduct violations at school, bus conduct violations will be handled by the administration. Bus drivers handle minor offenses and report offenses in writing to the administration in accordance with school procedures. Bus drivers may do the following:
 - a. Verbal warning
 - b. Conference with student
 - c. Make parental contact
 - d. Assign seats

DFE: Practices Regarding Disciplinary Actions

Written reports will be kept of each office visit. One copy will be placed in the office records (to be kept in office files for the duration of the current school year), one copy will be filed in the homeroom teacher's records, and one copy will be sent home to parents/guardians by the child. The state of Georgia mandates that we file an electronic report to which it has access. All paper reports at the school level are removed from student records on a yearly basis. This allows students to begin each school year with a "fresh start." Office records are archived, as required by law.

The parent(s)/guardian(s) is/are requested to sign and return the form to the office the following school day. Should the office fail to receive a signed form from the parent within a three school day period, parents will be notified either by phone or a copy of the report will be mailed to the home address as shown on entry records. Parents have the legal right to request to see all disciplinary records collected on the their child(ren). [Refer to FERPA 1974.] School administrators have the right to modify and/or render decisions concerning all school discipline.

We strongly encourage the parent(s)/guardian(s) 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 office at 478-986-2023 to set up an appointment. We invite parents to visit the school and/or classroom settings, in accordance with school procedures, in an attempt to develop and promote a positive school climate. The administration of DFE welcomes the opportunity to work in conjunction with families to help ensure a safe and positive learning environment.

DISCIPLINARY ACTIONS

The Jones County Board of Education recognizes the need to improve the student learning environment by improving student behavior and discipline. Board of Education Policy 1002-P-1 describes how students are expected to conduct themselves at all times. A copy of the policy is available in the school Media center, Principal's office, and at the Jones County Board of Education office. A copy of the student Code of Conduct/Discipline Plan will be given to each student.

Common disciplinary consequences in place at DFE are:

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

Weapons Act:

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

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

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

Policy

Descriptor Code: JCDAE

Weapons

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

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.

School Bus Code of Conduct:

All students are expected to obey the following rules of bus conduct:

1. Students should report to the bus stop on time and conduct themselves in an orderly manner while waiting for the bus.
2. Students should board the bus and take a seat quickly, quietly, and safely.
3. The driver is in charge of the bus and is authorized to assign seats and set bus rules. The driver's instruction must be followed at all times. The driver needs to concentrate entirely on driving.
4. Destruction of public property is forbidden and could result in re-payment for damages and possible prosecution.
5. Language should be respectful.
6. Heads, hands, and feet must be kept inside the bus at all times. Feet and legs should not be in the bus aisle.
7. Objects of any kind are not to be thrown.
8. Students should speak in conversational tones.
9. Fighting is prohibited.
10. Possession of weapons, drugs, alcohol, tobacco, or any other prohibited item will result in severe action.
11. Eating/drinking on the bus is prohibited.
12. Standing while the bus is in motion is not allowed unless seating is unavailable.
13. Students may be required to sit three to a seat.
14. Balloons, radios, CD players, electronic devices, pets and/or some school projects may be banned from the bus for safety reasons.
15. **NO ADULT OR CHILD NOT AUTHORIZED TO RIDE A PARTICULAR BUS MAY BOARD.** Parents must make prior arrangements with the bus driver before allowing visitors to travel home with their children.

Concerns regarding bus transportation should be addressed to the Transportation Department at (478) 986-6373.

RIDING A BUS IS A PRIVILEGE...NOT A STUDENT RIGHT!
Students may be suspended from the bus indefinitely.

Students who are disruptive or fail to follow the rules of the bus will be reported to the school principal or his/her designee. Discipline will be administered based on the seriousness of the offense and the number of prior offenses. A written report concerning school bus violations will be sent home to the parent by the student. If the parent has not returned to school a signed copy of the report within three school days, a copy of the report will be mailed to the student's home and/or phone contact will be made with the parent. Written violations are housed in the school office during the course of the school year. Parents have the right to ask to review all disciplinary records upon request. School buses have the capability to run video cameras as necessary. Children should be advised that they may be video recorded without notice at any time during their bus ride.

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.

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.

NOTE: MEDICATION FORMS ARE AVAILABLE AT THE FRONT OFFICE.

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.

STUDENT PHOTO RELEASE/WEB SITE(S) PHOTOS

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

COMMUNITY AWARENESS/PUBLIC RELATIONS PHOTOS

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

STUDENT ACCEPTABLE INTERNET USE AGREEMENT

Internet access privileges are available to students in the Jones County School System. We believe the Internet offers vast, diverse, and unique resources to both students and faculty. Our goal in providing this service is to promote educational excellence in schools by facilitating communication, research, and collaboration.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With this access comes the availability to material that may not be considered of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, but we believe the valuable information and interaction available on this global network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Jones County School System.

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

Jones County Schools Handbook Signature Page 2016-2017

Parents/Guardians:

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

Parent's/Guardian's Signature: _____

Date: _____

Student:

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

Student's Signature: _____

Date: _____

Teacher's Signature: _____

Date Received _____