

# SCHOOL HEALTH INFORMATION CARD 2021-2022

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Student**  
**resides with:** \_\_\_\_\_ **Parent(s)** \_\_\_\_\_ **Guardian(s)** \_\_\_\_\_ **Relative** \_\_\_\_\_ **Foster Parent** \_\_\_\_\_ **Other** \_\_\_\_\_  
**Gender:** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female** \_\_\_\_\_ **DOB:** \_\_\_\_\_

## HEALTH HISTORY

Allergies	___ YES	___ NO	F YES, Does your child require an Epi Pen at school?	___ YES	___ NO
ADHD/ADD	___ YES	___ NO			
Asthma	___ YES	___ NO	IF YES, does your child require an inhaler at school?	___ YES	___ NO
Cancer	___ YES	___ NO			
Diabetes	___ YES	___ NO			
Heart Condition	___ YES	___ NO			
Physical Handicap	___ YES	___ NO			
Seizure Disorder	___ YES	___ NO			
Other Health Issue	___ YES	___ NO			

If you answered yes to any of the above, please provide details in the space provided below.

Details: \_\_\_\_\_

Does your child have a condition that would limit his/her physical activities? List: \_\_\_\_\_

Does your child take any prescribed medications routinely? List: \_\_\_\_\_

Do we have permission to complete Hearing and/or Vision Screenings on your child? \_\_\_ YES \_\_\_ NO

Child's Healthcare Provider: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## If parents cannot be reached, list two (2) Emergency Contacts who will assume care of your child:

Emergency Contact #1:	Relationship	Ph:
Emergency Contact #1:	Relationship	Ph:

**In the event that Emergency Medical care is deemed necessary, the school will immediately attempt to make contact using phone numbers provided on the clinic card and will contact Emergency Medical Services (911) to respond to the school for evaluation and possible transport.**

\_\_\_ YES \_\_\_ NO In an EMERGENCY, I give the principal, or designee, permission to administer Tylenol or Benadryl in the event the parent/contact person cannot be reached.

\_\_\_ YES \_\_\_ NO In non-emergency health concerns I authorize the school nurse/school personnel to utilize the following medications: anti-itch medication (caladryl, cortisone cream/lotion), antiseptic sprays, cough drops or the generic of these. I understand that it is the **parents'** responsibility to provide non-prescription medications to have available at school such as Motrin, Tylenol, Benadryl, etc. All medication must be labeled and **must be** in the original container. School Nurses are prohibited by their license restrictions to dispense prescription medication without the prescribing doctor's signature.

**Should there be a need for school personnel to dispense prescription/nonprescription medication to my child, I will contact the school for the appropriate medication form that must accompany medication. I understand that all medication must be provided by the parent/guardian and that no personnel can dispense without parent/guardian signature.**

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE



## STUDENT INFORMATION AND EMERGENCY CONTACT FORM 2021-2022

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIMARY HOUSEHOLD INFORMATION

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Is this a NEW address? \_\_\_\_\_ YES \_\_\_\_\_ NO

Primary Telephone Number to be used for school communication via call-outs or texts: \_\_\_\_\_

Is this a NEW telephone number? \_\_\_\_\_ YES \_\_\_\_\_ NO

## Name of Parents/Guardians living in the home:

1. Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_  
Telephone number where you can be reached during the school \_\_\_\_\_2. Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_  
Telephone number where you can be reached during the school day: \_\_\_\_\_

## SCHOOLWIDE E-MAIL OPTION

In an atmosphere of true economic concern and faced with impending financial cutbacks, we wish to be as fiscally responsible as possible. One thing we can do is reduce the number of "hard copy" information sheets sent home. Please complete the appropriate portion of the form below. If you have a current email address that school information could be sent to, please give that address. If you prefer to receive "hard copy" handouts, please indicate which of your children (for families with more than one child) you would like us to send information home with. Thank you for your help and understanding. **Please choose only 1 of the following options.**

1. \_\_\_\_\_ I wish to receive handouts via email (Please write clearly and case sensitive).

Preferred E-mail Address: \_\_\_\_\_ for parent/guardian: \_\_\_\_\_

2. \_\_\_\_\_ I wish to continue to receive "hard copy" handouts. Please send them home with (choose 1 child only).

Student name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

In case of an emergency, the school may contact the people listed below if parents/guardians cannot be reached:

1. Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Authorized to pick up child (circle one): YES NO

2. Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Authorized to pick up child (circle one): YES NO

The following people may NOT checkout or pick up my child: \_\_\_\_\_

## EMERGENCY CLOSING INFORMATION

Should school be dismissed before the end of the school day, we need to know if your child is to ride the bus, go to day care, or be picked up from school. Weather, plumbing, electrical issues or other emergencies could cause us to dismiss students early. It is important that arrangements are made in case of these unforeseen events. Sometimes our phone lines are busy so we cannot rely on last minute phone calls for directions. If the need to close early occurs, we would notify all day care centers that pick up at our school. **My child will: (Check One)**

\_\_\_\_\_ Ride his/her regular bus home

\_\_\_\_\_ Ride a bus to a relative, neighbor, or friend's house (Bus # \_\_\_\_\_)

\_\_\_\_\_ Parent Pick Up (Car Rider Number \_\_\_\_\_)



## 2021-2022 Parent and Student Acknowledgement of Understanding and Receipt

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

**I have read and understand the 2021-2022 Attendance Protocol section (pages 32-33) of the District Handbook.** Georgia law requires that parents/guardians and students, ages 10 and older, sign a statement indicating receipt of written attendance requirements and possible consequences/penalties. If this notice is not returned to school, the school will have met its responsibility to notify you of the requirements and consequences/penalties. If after two reasonable attempts to secure signatures, the parents/guardians are sent a letter via first class mail. If you have questions regarding your school's attendance procedures, please contact your child's teacher or a school administrator.

**I have also read and understand the 2021-2022 Code of Conduct section of the District Handbook and accompanying possible consequences and penalties of the Jasper County Charter System as they pertain to students (pages 21-30).**

**Student (ages 10 and older) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have read the "Notice to Parents/Guardians and Eligible Students of Rights Under the Family Educational Rights and Privacy Act (FERPA)" section of the district handbook (pages 36-37). I understand that IF I wish to refuse to allow all or any part of the designated directory information to be disclosed to the public upon request, it is my responsibility to notify the school principal, in writing, within 10 days after my child enrolls in school or within 10 days of the date of the release of this notice.** I also understand that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district or in circumstances which are not within the knowledge or control of the principal.

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All Jasper County Schools provide students with internet access and an account to access core services of G Suite for Education to enhance curriculum and learning opportunities.** Teachers provide guidance and direction on the appropriate use of these tools. In accordance with the Child Internet Protection Act (CIPA) and other applicable federal and state laws, the district uses filters to restrict access to content that is inappropriate. To discuss how internet access and G Suite for Education will be used at your child's school, please contact your child's principal or teacher.

**Your child WILL have access unless you direct otherwise by checking the statement below.**

\_\_\_ **I DO NOT want my child to have internet access**

### Students Under 13 Years of Age

The Children's Online Privacy Protection Act (COPPA) protects the online privacy of children **under the age of 13** and requires web-based service providers to obtain parental consent prior to the collection, use, and disclosure of that child's personal information. Due to COPPA's requirements, app developers require that schools obtain parental consent to set up accounts on students' behalf and allow students under the age of 13 to access and use those accounts. **If your child is under 13, we need your consent to create your child's student account on their behalf. One form per school is required with all applicable student names. Please sign below.**

**Yes, I give permission for the school to create student accounts for my child(ren) and for third-party applications. I understand that some of these applications collect, use and disclose the information about my child as explained in the application's Privacy Policy.**

Student name(s): \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent cell/email: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_



**JASPER COUNTY CHARTER SYSTEM  
SCHOOL NUTRITION  
2021 – 2022 MEAL PRICES**

*These prices are subject to change prior to the opening of school. Updated information will be provided to parents when available.*

<b>Breakfast:</b>	Free to all students		Staff \$2.00
<b>Primary School Lunch:</b>	Reduced: \$0.40	Paid \$1.50	Staff \$3.25
<b>Washington Park Elementary Lunch:</b>	Reduced: \$0.40	Paid \$1.75	Staff \$3.25
<b>Jasper County Middle/High School Lunch:</b>	Reduced: \$0.40	Paid \$2.00	Staff \$3.25



**Permission to Purchase A' la Carte Items at Jasper County School Nutrition Program 2021-2022**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Permission Form is to be Active: \_\_\_\_\_

**Please check the appropriate statement below:**

\_\_\_\_\_ I give permission for my child(ren) to charge a' la carte items to his/her meal account. I understand that purchases may only be charged if the account has a positive balance.

\_\_\_\_\_ Please do not allow my child(ren) to purchase a' la carte items this year.

By submitting this form to the Jasper County School District, I agree that my child(ren) may/may not participate in the a' la carte (extra menu items) purchasing. I understand the School Nutrition Program Charge Policy. I understand that I may revoke this permission statement at any time by contacting the School Nutrition Office.

If you have questions, please contact the cafeteria manager at your child's school or School Nutrition services at 706-468-6350 extension 132.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





**Jasper County Charter System**  
**Parent Occupational Survey 2021-2022**

Please complete this form to determine if your child(ren) qualify to receive supplemental services under Title 1, Part C

Name of Student(s)	Name of School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Has anyone in your household moved in order to work in another city, county, or state, in the last 3 years? \_\_\_\_ Yes \_\_\_\_ No
2. Has anyone in your household been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years?  
 \_\_\_\_ Yes \_\_\_\_ No

**If you answer "yes", check all that applies:**

- \_\_\_\_ 1) Planting/picking vegetables (such as tomatoes, squash, onions) or fruits (such as grapes, strawberries, blueberries)
- \_\_\_\_ 2) Planting, growing, cutting, processing trees (pulpwood), or raking pine straw
- \_\_\_\_ 3) Processing/packing agricultural products
- \_\_\_\_ 4) Dairy/Poultry/Livestock
- \_\_\_\_ 5) Meatpacking/Meat Processing/Seafood
- \_\_\_\_ 6) Fishing or fish farms
- \_\_\_\_ 7) Other (Please specify occupation): \_\_\_\_\_

Names of Parent(s) or Legal Guardian(s) \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

### MILITARY INFORMATION

(The GA Department of Education requires this information.)

**Does the child have a parent/guardian who meets one of the following criteria at any point during this school year?**

\_\_\_\_ Yes (complete the information below) \_\_\_\_ No (proceed to next section)

**Name of Parent/Guardian (who is/was in the military)** \_\_\_\_\_

Is an active duty member of the uniformed services, including National Guard/Reserve? \_\_\_\_ No \_\_\_\_ Yes

If Yes, what branch of the military \_\_\_\_\_

Is a member or veteran of the uniformed services who is severely injured and medically discharged or retired for a period of one year after medical discharge or retirement? \_\_\_\_ Yes \_\_\_\_ No

If Yes, what branch of the military \_\_\_\_\_

Is a member of the uniformed services who died on active duty or as a result of injuries sustained on active duty for a period of one year after death? \_\_\_\_ Yes \_\_\_\_ No

If Yes, what branch of the military \_\_\_\_\_

Is a member of the military reserves? \_\_\_\_ Yes \_\_\_\_ No

If Yes, select one of the following: \_\_\_\_ US Armed Forces \_\_\_\_ National Guard \_\_\_\_ Reserve



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**Jasper County Preschool  
Parent Handbook**

**2021-2022**

**Mission Statement (JCCS)**

The Jasper County Charter School System will provide superior and innovative learning experiences to prepare every student for life beyond school.

**Vision Statement (JCCS)**

The vision of the Jasper County Charter School System is to provide dedicated staff and supportive learning environments to inspire and motivate every student to achieve individual success.

***Please review the Jasper County Preschool Handbook on our website at:***

*<https://www.jasper.k12.ga.us/Domain/12>*

**You may also request a printed copy of the Handbook.**

If you have any questions or concerns regarding the information presented in the Jasper County Preschool Handbook, please contact **Mrs. Camilla Moss at 706 468- 4972** or at [ccmoss@jasper.k12.ga.us](mailto:ccmoss@jasper.k12.ga.us).

**Welcome Letter**

Dear Parents,

Welcome to Jasper County Preschool! It is with great excitement that I welcome you to the 2021-2022 school year! I am honored and proud to serve as your Preschool Director and I look forward to working with each of you as we partner to help your child reach their fullest potential. At Jasper County Preschool, we are committed to helping your child learn the skills necessary for later academic success.

We know that you are your child's primary teacher and we are eager to work in partnership with you to meet your child's needs. In addition to our educational staff, we have family services staff to support you in setting family goals and providing community resources. Please do not hesitate to ask Preschool staff to assist you with any needs.

We are thankful you have chosen to share your most precious resources with us. Together we can achieve great things. There are many opportunities to volunteer and partner with us to serve our students. We look forward to your involvement and support of your child's educational journey. We are planting the seeds of knowledge that will grow forever!

Sincerely,

Camilla C. Moss

## **Preschool Rules**

**Head Start-** Head Start is a federally funded program for children and families. It is a comprehensive child development program and includes services in the areas of education, parent involvement, social services, health and disabilities. In Jasper County, we serve 82 three and four year old children in a full day program with hours 8:00 A.M. to 2:30 P.M. To apply for enrollment, parents can complete registration documents online or come to the Jasper County Preschool office to complete forms. Necessary documentation includes birth certificate, social security number, and income information. Once a child is accepted, the immunization certificate (Form #3231) and certificate of vision, hearing, dental, and nutrition (Form #3300) will be required. Head Start students will also require a full physical and a dental examination. There are no mandatory fees for participation.

Parent involvement is a major part of the Head Start Program. We want parents to be active in the entire program. There are opportunities to volunteer in classrooms, attend parent meetings and training sessions, serve as officers for the parent group, health advisory committee, and/or serve on the Head Start Policy Council. The Head Start Policy Council is an advisory group made up of Head Start parents and community members which is similar to the School Governance Teams at JCPS, WPES, JCMS, and JCHS. This group meets monthly, or as needed.

Members of the Policy Council serve in an advisory and policy/ procedure making capacity in cooperation with Jasper County Board of Education. The Policy Council works to assist with approval of the goals for Head Start within the agency as proposed by the Grantee Board of directors and developing ways to meet these goals within DHHS guidelines. Policy Council members assist with administration of the Parent Activity Fund, as well as approval of major changes in the Head Start operating budget and work program while the program is in operation. Finally, Policy Council members approve staffing changes and assist the Head Start program with its annual self evaluation. Training will be provided for those interested in participating.

**Georgia Pre-K-** Georgia's Pre-K program is an educational initiative available to residents of Georgia that is funded by the Georgia Lottery for Education through grants to Pre-K sites. Jasper County Board of Education is the grantee for the Jasper County Preschool program. In our program, all four year old students are enrolled in the Georgia Pre-K program which is a full day, five day a week program. School hours are 8:00 AM- 2:30 PM. To register for Georgia Pre-K, parents can complete an application online or come to the Jasper County Preschool office to complete forms. Parents will also provide a copy of birth certificate, social security number, and proof of residency. Once a child is accepted, the certificate of immunization (Form #3231) and certificate of vision, hearing, dental, and nutrition (Form #3300) will be required. There are no mandatory fees for participation.

Parent involvement is a vital component of Georgia's Pre-K program. There are opportunities to volunteer in classrooms, attend parent meetings and training sessions, and serve as officers for the parent group.

**Non-Discriminatory Practices-** The Jasper County Board of Education does not discriminate in hiring practices or enrollment of children because of race, creed, color, sex, national origin, age, disability or religion

**School Day-** Please make every effort to have your child at school each day. We ask that students not arrive on campus prior to **7:20 AM**, as supervision is not provided until that time. Students may enter the building from the front parking lot **only**. Upon arriving on campus, all students will report to their classroom. Preschool students will eat breakfast together as a class at 8:05. Please make every effort to get students to school by 8:00. This will allow students time to begin their classroom routine before going to breakfast. Students arriving at school after 8:05 AM must sign in at the Preschool office. Because the Preschool day is different from school age children, we ask that late students arrive no later than 11:00. For Preschool age students, the majority of their learning occurs in the morning. Students who arrive late miss a great deal of instructional time.

**Curriculum-** Jasper County Preschool utilizes Creative Curriculum which aligns with the Georgia Early Development Standards (GELDS) as well as the Head Start Early Learning Outcomes Framework (HSELOF). The GELDS and the HSELOF are a set of appropriate, attainable standards for Georgia's youngest learners and are designed to be flexible enough to support children's individual rates of development, approaches to learning, and cultural context. Creative Curriculum is a comprehensive research based curriculum that features exploration and discovery as the way of learning. Student learning occurs through studies, which are hands-on, project-based investigations. Our goal is to build children's confidence, creativity, and critical thinking skills and promote positive outcomes.

**Food Services-** Breakfast is provided free of charge to every student in Jasper County schools. Preschool students will eat both breakfast and lunch as a class. Preschool students **CANNOT** bring lunch to school. **All preschoolers must eat lunch at school.** Doctors' orders are needed for children who are on special nutritional diets. Our food service program will prepare special menus for these students. Preschool students will also receive a snack daily that is provided by the School nutrition department. Preschool's objective is to promote good eating habits that nurture healthy development. By partnering with parents, our children will not only strive to achieve educational goals, but embrace approaches for lifelong well-being. If you have any questions about the free and reduced lunch program, please contact the Preschool office.

**Student Charges-** In order for PK – 2 students to open a charge account, the parents/guardians of the child(ren) must be contacted to approve the practice of charges for this aged child. One meal may be charged prior to making contact with a parent/guardian. Limitations for charges will be established with the parent/guardian, which may be negotiated based on the needs of the family. The School Nutrition Program will solicit the help of principals, counselors and local administrators to work with families to collect the debt as well as evaluate the

family's need for assistance.

**Birthdays/ Celebrations**-Families who wish to celebrate birthdays with their children are encouraged to purchase treats from the Primary School Nutrition department. Delicious, whole grain cookies and cupcakes are available for purchase at minimal cost. To ensure that the cafeteria staff have adequate stock, please inform Preschool staff two weeks prior to confirm product availability. Payment is expected at the time of order. Treats may be served during lunch or snack time. Please check with the teacher about timing and to determine if there are any allergies. Again, before giving out any food item it is **VERY IMPORTANT** to speak with the teacher regarding allergies. No food should be given to any other classes. Prices for special items are as follows:

Whole grain cookies-	Chocolate Chip, Sugar or M&M-	.25/each
Whole grain cupcakes-	Vanilla w/icing-	.45/each
Fresh fruit (in season)-	Half cup-	.40/each
Fruit (pre packaged)-	Half cup-	.40/each
Milk/ Juice-	Carton-	.50/each

On occasion, parents may desire to send snacks to school for special celebrations. To meet nutrition guidelines regarding snacks, parents must be aware that snacks served at Preschool **must meet** the USDA standards for healthy snacks, also called smart snacks. If the first ingredient is "whole grain, " then the snack is likely compliant. Examples include whole grain goldfish crackers, pretzels, graham crackers, etc. There are two helpful tools to assist families in determining whether snacks meet the smart snack guidelines.

- First, you can see if your snack is listed in the products section of the Alliance for a Healthier Generation's Smart Foods Planner. <https://foodplanner.healthiergeneration.org/products>
- Or, you can enter information from the food Nutrition Facts panel into the Alliance for a Healthier Generation's Smart Snacks Product Calculator. <https://foodplanner.healthiergeneration.org/calculator>

**Dismissal and Procedures for picking up students**- Car riders are dismissed from the Preschool beginning at 2:30 PM. Parents are welcome to stand at the door with the child's car rider sign or wait in your vehicle in the car rider line. In the afternoons, the Preschool car rider line begins at the fire hydrant adjacent to the school. If you choose to walk up to receive your child, please park in a parking space to allow the car rider line to proceed. Students with family standing at the door will be released first. Once all of the walk up students have been released, then staff will begin walking children to the cars. At the beginning of the school year, dismissal takes longer as students and families learn the routine. Your patience is appreciated.

If you are checking a student out from school, you will be required to show picture identification. Only those persons listed on your child's registration sheet will be allowed to check a student out unless a note is sent to the front office. We have a system to check identification when visiting the school. IDs will be scanned to verify who the person is, as well as checking the national database of sexual predators. All students leaving school early must be properly signed out in the front office by a parent, guardian, or other person listed on the student's registration form on file, or by a written note from parent/guardian. **Parents are not able to go directly to classrooms to pick up students.** Office personnel will call students from the classroom to the front area.

**Attendance Policy**- Children who do not attend on a regular basis, are routinely late, or routinely leave the program early will be referred to the Family Services Coordinator. Parents will be contacted each morning when a student is absent from school. Students who are sick should not attend the program. If a pattern of chronic tardiness or chronic absenteeism develops, the Family Services Coordinator will schedule a parent conference to identify ways the program can support attendance. Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., if a child is late every Monday or absent every Tuesday or leaves early every Friday. According to GA Pre K guidelines, **children who continue to be chronically tardy or absent after intervention must be considered for disenrollment. Children who do not attend class for ten consecutive days without a medical or other reasonable explanation must be removed from the roster.**

**School Closings**- When the possibility of bad weather in the form of snow and freezing rain exists, local radio and television stations will carry appropriate information regarding school closings. Parents should also refer to Jasper County Charter System's website for up to date information regarding school closings.

**Child custody**- In most cases, when parents are divorced, both individuals have equal rights where their children are concerned. If there is a court order that limits the rights of either parent, a copy should be provided to school personnel as soon as possible to be placed on file. Otherwise, **whoever enrolled the child has precedence.**

**School visitation**- Parents are welcome to visit the school. Visitors must first sign in at the main office and get a visitor's pass. This is important for school security and will be strictly enforced. Visits may take place in the classroom. For the safety of our students, we request that other arrangements are made for siblings, so that parents and caregivers can focus on their Pre K student.

**Conferences**- Teachers will schedule conferences twice per year to share progress with parents. Conferences usually occur in December and

May. Teachers will contact parents to schedule appointments. Conferences may also be requested by parents or teachers at any time. They should be scheduled in advance, when possible. If it is necessary to come to the school for a conference without an appointment, parents should sign in at the Preschool office and ask for a conference.

**School buses-** Riding the school bus is a privilege and a responsibility. Any preschooler who rides the bus will have to wear a Qvest, a child restraint. This is a regulation mandated by the Federal Government, which clearly defines that preschoolers must wear child restraints while riding the school bus. Due to this regulation, each preschool child transported on our buses **is assigned one restraint**. It is very difficult for our preschool students to be switched from one bus to another. Our desire is to assist each preschool family as much as possible. Unfortunately, we are very limited to making bus changes. Bus changes will be limited to **emergency situations** only.

**School Discipline-** Jasper County Preschool uses a positive and proactive approach to helping all children develop social and emotional skills. We are implementing a program-wide approach, the Pyramid Model, to ensure that all teachers and staff use effective teaching practices that promote the social and emotional competence of all children and provide more individualized interventions to children who need additional instruction or behavior support. Our program-wide approach is guided by a Leadership Team that uses data for decision-making, provides training and support to teachers, and fosters partnerships with families. We have established the following program-wide expectations for all children and adults:

- Be Respectful
- Be Responsible
- Be Ready to Learn

All staff members teach all children about these expectations and link classroom rules to these core values. The expectations can also be taught at home and link to the rules that parents and families might have for the child at home and in the community. We find that when all are on the same page with our expectations, children are more able to understand and meet those expectations.

Our staff members use only positive methods of child guidance including natural and logical consequences, redirection, anticipation of and elimination of potential problems, and the encouragement of cooperative behavior. Staff members are prohibited from using corporal punishment or humiliating, threatening, frightening, or shame-based disciplinary techniques. All staff members receive training in developmentally appropriate and child guidance procedures and are monitored on their implementation of those practices.

If children have behavior challenges that are a concern, we will contact the family so that we can work together to develop and implement a plan for teaching the child social and emotional skills and reduce behavior challenges. We also encourage families to ask us their questions about appropriate child guidance techniques and seek our assistance if they have concerns about the child's social, emotional, or behavioral development.

If children engage in behavior that is harmful to themselves or to others, staff might remove the child from the activity or room until the child is calm and able to return to the classroom. If the behavior incident is dangerous or might be physically harmful, we will seek to conference with the family immediately with the goal of developing an effective approach to support the child. For some children, an evaluation, consultation with professionals outside the program, or additional services might be needed to ensure the child can be successfully supported in the program.

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

Thank you for your support and have a great school year!



## JASPER COUNTY CHARTER SYSTEM

### **Student and Parent Handbook – District Section**

2021-2022

#### **Our Mission Statement**

The Jasper County Charter System will provide superior and innovative learning experiences to prepare every student for life beyond school.

#### **Vision**

The vision of the Jasper County Charter System is to provide dedicated staff and supportive learning environments to inspire and motivate every student to achieve individual success.

#### **Our Core Beliefs**

All students can learn.

Students should be challenged with a rigorous and relevant curriculum.

Visionary leadership is essential to continuous improvement.

Employing and retaining quality personnel and providing opportunities for their professional growth is essential to system effectiveness.

Decision-making is data driven.

Creating a caring culture is key to engaging all learners.

Everyone takes personal responsibility for achieving targeted results.

It is the responsibility of the system to engage all stakeholders in the educational process.

It is the responsibility of the system to be a good steward of resources.

#### **Jasper County Board of Education**

Mr. Bill Schilling	Board Chair
Mrs. Erin Lynch	Vice Chair
Dr. Shannon Barton	Board Member
Ms. Towonder Dennis	Board Member
Mr. Lewis Rice	Board Member
Mr. Kenny Garland	Superintendent

Information about the Jasper County Board of Education is located on the school district's website: <https://www.jasper.k12.ga.us>

On the left side of the district's website, click on "OUR System", then click on "OUR Board", and finally click the link "Simbli by eBoard Solutions" which provides details about individual board members and updated Jasper County Board of Education Policies in addition to meeting dates, agendas, and minutes.

**Superintendent's Page**

***2021-2022 School Year***

Dear JCCS Community,

Welcome to Jasper County Charter System!

It is my pleasure and privilege to serve as your Superintendent. While 2020-2021 was challenging due to COVID, I witnessed extraordinary efforts by our students, faculty and staff, parents, and community leaders to ensure each child received a quality basic education.. As a team, we have developed innovative ways to promote teaching and learning while promoting safety of all stakeholders.

The 2021-2022 school year poses new opportunities for success. The challenges we faced in the previous year now promote new vision in the way our schools operate. Through the changes, it is our system's goal to provide a safe and nurturing learning environment for all students.

Working together, we will make great things happen for the students of Jasper County Charter System. Please review our handbook closely as some of our procedures and protocols have changed from the previous year. It is our goal with the changes to make our system better. If we all seek continuous improvement, then we will all benefit from our efforts.

Again, I welcome you to our system. Let's make this year the best ever! GO CANES!!!!



C. Kenny Garland, Ed.S.  
Superintendent  
Jasper County Charter System

# Jasper County Charter System

## 2021-2022 District Calendar

### Legend

	Non school day
	Non instructional day
	Holiday

### Key Dates

Tu, Aug 3 - Tu, Aug 10	.....	Planning/Professional Day
Mo, Sep 6	.....	Holiday - Labor Day
Fr, Sep 10	.....	Instructional Day, Progress Reports
Fr, Oct 8	.....	Instructional Day, Grading Period Ends
Mo, Oct 11	.....	Holiday - Columbus Day
Tu, Oct 12	.....	Planning/Professional Day
Fr, Oct 15	.....	Instructional Day, Report Cards
Fr, Nov 12	.....	Instructional Day, Progress Reports
Mo, Nov 22 - Fr, Nov 26	.....	Holiday - Thanksgiving
Fr, Dec 17	.....	Instructional Day, Grading Period Ends
Mo, Dec 20 - Fr, Dec 31	.....	Holiday - Christmas
Mo, Jan 3	.....	Planning/Professional Day
Fr, Jan 7	.....	Instructional Day, Report Cards
Mo, Jan 17	.....	Holiday - MLK
Fr, Feb 11	.....	Instructional Day, Progress Reports
Mo, Feb 21	.....	Holiday - President's Day
Fr, Mar 11	.....	Instructional Day, Grading Period Ends
Mo, Mar 14	.....	Planning/Professional Day
Fr, Mar 18	.....	Instructional Day, Report Cards
Mo, Apr 4 - Fr, Apr 8	.....	Holiday - Spring Break
Fr, Apr 22	.....	Instructional Day, Progress Reports
Fr, May 27	.....	Planning/Professional Day
Mo, May 30	.....	Holiday - Memorial Day
Tu, May 31	.....	Planning/Professional Day

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**JASPER COUNTY CHARTER SYSTEM**  
**SCHOOL INFORMATION PAGE**

**Jasper County PK Program**

Ms. Camilla Moss, Director  
 495 Highway 212 W.  
 Monticello, GA 31064  
 (706) 468-4972

**School Start Time:** 8:05 am  
**Students are Tardy:** 8:06 am  
**School End Time:** 2:30 pm

**Jasper County Primary School**

Ms. Pam Edge, Principal  
 495 Highway 212 W  
 Monticello, GA 31064  
 (706) 468-4968

**School Start Time:** 8:05 am  
**Students are Tardy:** 8:06 am  
**School End Time:** 2:35 pm

**Washington Park Elementary School**

Ms. Laura Thompson, Principal  
 721 Highway 212 W  
 Monticello, GA 31064  
 (706) 468-6284

**School Start Time:** 8:00 am  
**Students are Tardy:** 8:05 am  
**School End Time:** 2:50 pm

**Jasper County Middle School**

Ms. Dionka Jackson, Principal  
 1289 College St  
 Monticello, GA 31064  
 (706) 468-2227

**School Start Time:** 8:05 am  
**Students are Tardy:** 8:06 am  
**School End Time:** 3:25 pm

**Jasper County High School**

Mr. Jim Strength, Principal  
 14477 State Hwy 11  
 Monticello, GA 31064  
 (706) 468-5016

**School Start Time:** 8:00 am  
**Students are Tardy:** 8:05 am  
**School End Time:** 3:15 pm

**\*\*Note: School Schedules are subject to change.**

## **STUDENT CODE OF CONDUCT**

It is the purpose of the Jasper County Board of Education to operate each school in a manner that will provide an orderly process of education and that will promote the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a Code of Conduct which sets standards for student behavior.

The District's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school or district as a whole. Accordingly, students shall be governed by the regulations and rules set forth in this Code of Conduct. Jasper County will implement the best practices of PBIS (Positive Behavior Intervention and Supports) in all schools within the district. PBIS is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success.

The Code of Conduct sets the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. This includes but is not limited to showing respect for each other and school district employees, following guidelines and policies related to behavior that are adopted by the Jasper County Board of Education, and obeying rules established by individual schools and classrooms.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds, any school-related activity, function or event and while traveling to and from such events;
- On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapons offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Option.

The General Assembly of Georgia requires that this Code of Conduct include language encouraging parents and guardians 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.

Parents are encouraged to become familiar with the Jasper County Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

### **Authority of the Principal**

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

### **Teacher Authority**

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior.

The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

## **Parental Involvement**

This Code of Conduct is based on the expectation that parents, 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. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

## **Progressive Discipline Procedures as Related to the Code of Conduct**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior and will take into account the student's discipline history, the age of that student, and other related factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by possible consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are appropriate. There are a few specific situations that are of such severity that referral to a Disciplinary Tribunal and law enforcement would be automatic. Depending on the severity of the situation, school officials may apply stricter measures up to and including notification of law enforcement. An administrator has the discretion to determine the offense and the appropriateness of the disposition assigned.

Students who repeatedly violate the various rules and regulations may be subject to disciplinary action more severe than the disposition specified for the individual offenses committed, up to and including suspension to a disciplinary tribunal and possible long-term suspension or expulsion. Students under suspension or expulsion are not permitted to attend or participate in athletic/extra-curricular activities (which includes graduation ceremonies) during the period of the suspension or expulsion.

## **POSSIBLE ACTIONS (DISPOSITIONS) THAT MAY BE IMPOSED FOR ANY VIOLATION OF THE CODE OF CONDUCT**

### **WARNING AND/OR CONFERENCE**

Student may receive a verbal or written warning, and/or may be required to meet with school administrator, counselor, or social worker.

### **CLASSROOM CONSEQUENCES**

Consequences that are established at the classroom level to address minor misconduct in the classroom.

### **BEHAVIOR CONTRACT**

The behavior contract is a simple positive-reinforcement intervention that is widely used by teachers to change student behavior. The behavior contract spells out in detail the expectations of student and teacher, and sometimes parents, in carrying out the intervention plan, making it a useful planning document. Also, because the student usually has input into the conditions that are established within the contract for earning rewards, the student is more likely to be motivated to abide by the terms of the behavior contract than if those terms had been imposed by someone else.

### **LOSS OF PRIVILEGES**

Examples include silent lunch, loss of recess, loss of driving and/or parking on campus, etc.

### **TIME OUT/ISOLATION**

Student may receive time out in opportunity room, alternative learning environment, modified educational environment, etc.

### **REMOVAL FROM CLASS**

An administrator may restrict attendance or remove a student from a class(es) for a specified length of time. Make note that events such as field trips, etc., may also be restricted as deemed necessary.

### **NOTIFICATION OF PARENTS / PARENT CONFERENCE**

Parents may be notified via telephone, text, email, note in agenda, mail, or face-to-face conference. NOTE: Each parent/guardian is responsible for providing the school with his/her up to date contact information including: telephone numbers, email addresses and emergency contact names and telephone numbers.

## **REFERRAL TO STUDENT SUPPORT SERVICES**

Student may be referred to a school counselor, counselor, social worker, MTSS, etc. Parents/Guardians should note that a referral to the school counselor, social worker, or to the MTSS team does not require parental/guardian's consent.

## **CONFISCATION OF ITEMS THAT ARE PROHIBITED AT SCHOOL**

Possession of personal property that is prohibited, such as but not limited to food, beverages, and electronic equipment, is a violation of the Code of Conduct and confiscation of banned items by teachers and/or the administration is permissible. When possible, the administrator will return the item to parent/guardian.

## **RESTITUTION**

The student is responsible for payment or repair of damages and/or replacement(s).

## **RESTRICTION FROM SCHOOL ACTIVITIES/SPECIAL EVENTS**

Examples include restriction from field days, field trips, prom, dances, graduation ceremony, etc.

## **DETENTION**

A requirement that the student report to a specified school location and to a designated teacher or school official. Detention may require the student's attendance before school, during lunch or after school. Students who are assigned to detention before or after school will be given a one day advanced notice so the parent/guardian can make arrangements for transportation.

## **IN-SCHOOL SUSPENSION (ISS)**

ISS is the removal of students from their regular classes to be isolated in a supervised area, with a limited number of students. Students have the opportunity to continue their regular classroom assignments during ISS. Parents will be notified when their child is assigned to ISS. Students may be denied the right to attend any school function, practice, or participate in any activity during the period of ISS. The alternative to ISS is out of school suspension (OSS) and/or alternative school. Any infractions of ISS guidelines may result in OSS placement.

## **SUSPENSION FOR A PARENT CONFERENCE**

As a consequence, for violating school rules/regulations, an administrator, at his/her discretion, may suspend a student from school until a parent conference (face-to-face conference, telephone, text, and/or email) is held as specified by the administrator. NOTE: It is not necessary for students to miss any school time provided a parent/guardian complies with the conference request.

## **SHORT-TERM SUSPENSION**

Removal of a student from the regular school program for a period not to exceed 10 consecutive days. During the period of suspension, the student is excluded from attending or participating in all school-sponsored activities including practices, competitive events, and/or activities sponsored by the school or its employees.

## **LONG-TERM SUSPENSION (referral to a disciplinary tribunal)**

Removal of a student from the regular school program for a period greater than 10 consecutive days, which may be imposed only by a disciplinary tribunal. During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

## **PLACEMENT IN AN ALTERNATIVE SCHOOL PROGRAM**

In an effort to keep all students in school, the JCCS is providing an alternative placement in lieu of long-term OSS and expulsion. Students assigned to alternative school will be required to remain there for a minimum of one nine-week grading period. During that time, students will not be allowed to have access to the school campus unless under the direct supervision of the alternative school director or school administrator. Misbehavior while in alternative school can result in a recommendation for expulsion or long-term suspension from school. \*\*Students that are returning to school from adjudication will be placed in the alternative school setting as a transitional process back into the regular school program. The parents must schedule a meeting with the school prior to a child returning to school once processed through the court system. A student who has been formally charged with a violation of the criminal law off campus and whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school operations will be assigned to an alternative program.

## **SEARCHES**

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules or is in possession of evidence that the student broke the law or violated school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules is subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing

dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

### **SUSPENSION OR EXPULSION FROM THE SCHOOL BUS**

Transportation is a privilege, not a right, which may be revoked.

### **EXPULSION**

Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal in accordance with Code Section 20-2-754.

### **REFERRAL TO LAW ENFORCEMENT OR JUVENILE COURT OFFICIALS**

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

### **The maximum punishments for an offense include:**

- long-term suspension (suspended greater than 10 days)
- expulsion (expelled beyond the end of the current school semester)
- permanent expulsion (expelled from school district, may be given the option to attend an alternative program)

**Those punishments will be determined by a disciplinary tribunal panel as outlined in Code Section 20-2-754.**

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

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

With regard to State Rule 160-4-8-.15, K-3 students will not be suspended or expelled for more than 5 school days per year without the MTSS (Multi-Tiered System of Supports) process being in place. An exception is made for students bringing weapons or drugs to school or who present a threat to the safety and security of the school.

## **BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES**

**The degree of consequence (disposition) imposed will be in accordance with the progressive discipline process unless otherwise stated below.**

### **1. ACADEMIC DISHONESTY**

This offense includes, but is not limited to, CHEATING (intentional receiving or providing of unauthorized assistance on projects, assignments, or assessments); PLAGIARISM (submitting someone else's work as your own); and/or FALSYFYING DOCUMENTS/RECORDS.

### **2. ALCOHOL**

Selling of, attempting to sell, manufacturing, possession of, use of, consumption of, transportation of, purchase of, attempting to purchase, or under the influence of alcohol on school property, or at a school event. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

### **3. ARSON**

Unlawful and attempted damage or intentional damage to any real or personal property by fire or incendiary device.

### **4. ASSAULT/BATTERY**

Any threat or attempt to physically harm another person, any act which reasonably places another person in fear of physical harm (i.e. threatening language or swinging at someone in an attempt to strike or hit), striking another person against his/her will, and/or intentionally causing bodily harm; possible referral to a disciplinary tribunal if a student is alleged to have committed assault upon another student or person while on school campus, at a school event/function, or on a school bus.



## 5. ATTENDANCE RELATED VIOLATION

This offense includes, but is not limited to, repeated or excessive unexcused absences, tardies to school or class, skipping class, leaving school without permission, or failure to comply with compulsory attendance law.

## 6. BREAKING AND ENTERING/BURGLARY

Unlawful entry into a building or other structure with intent to commit a crime. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall contact law enforcement officials.

## 7. BULLYING

In accordance with Georgia law, bullying is defined as an act that is:

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

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

Georgia law mandates that upon a tribunal finding 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.

## 8. BUS MISBEHAVIOR

The following specific provisions shall govern student conduct and safety on all school buses:

- (1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- (2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to write a school bus behavior contract whenever:
  - A student is found to have engaged in bullying; or
  - A student is found to have engaged in physical assault/battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

- (3) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; 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; and
- (4) 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.

## **9. CHRONIC DISCIPLINARY PROBLEM STUDENT**

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. Jasper County defines chronic disciplinary behavior demonstrated by a student as three or more offenses of a similar nature, requiring administrative action, committed during the same school year.

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

## **10. COMPUTER TRESPASS**

Unauthorized use of computer, computer network, data, intent to hack or damage network, obtaining confidential information, or disclosing protected information as per the school system's acceptable use of the internet/electronic resources policy.

## **11. CRIMINAL LAW VIOLATION/OFF-CAMPUS MISCONDUCT**

A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

## **12. DISOBEDIENCE/INSUBORDINATION**

Failure to comply with instructions, use of inappropriate language, acting in a rude, disobedient, disrespectful and/or insubordinate manner, and/or refusing to identify oneself correctly upon request

## **13. DISORDERLY CONDUCT**

Creating a severe disturbance that interrupts normal school operation and/or poses a threat to the health or safety of others.

## **14. DISRUPTIVE BEHAVIOR**

Creating a mild disturbance that interrupts learning opportunities or normal operating procedures of the school but does not pose a threat to a person's health or safety.

## **15. DRESS CODE VIOLATION**

Students shall dress in a manner that is reasonable and not distracting to other students and teachers. The dress of students must be in good taste and appropriate for school activities. School principals have final authority in all judgments related to dress. Regulations, procedures, and directives for appropriate dress will be distributed at the school level.

## **16. DRIVING OR PARKING VIOLATIONS ON CAMPUS**

Driving without a license, recklessly, and/or parking on school property without a permit.

## **17. DRUGS**

Possession, sale, transmission, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia, intoxicant, inhalant, prescription drug not currently prescribed, or substance that creates the same effect of the items listed. Possession, distribution, attempted sale or sale of substances represented as drugs or any of the other items listed above. Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug. NOTE: This offense does not include self-administering asthma, auto-injectable epinephrine for allergic reactions, or diabetes medication that has been approved by the school nurse or designee.

The following are examples of items that violate this policy: Illegal drugs, prescriptions or over-the-counter medication, and/or substances represented to be illegal drugs, caffeine pills, inhalants, and/or drug paraphernalia such as rolling papers, roach clips, pipes, etc. Mere possession of inhalants such as glue, white-out, and/or rubber cement does not constitute violation of this policy. The principal or designee shall notify law enforcement officials regarding illegal drugs or substances thought to be illegal drugs.

## **18. ELECTRONIC AND OTHER COMMUNICATION DEVICES**

Use of electronic/communication devices, except for reasons approved by an administrator, teacher, or authorized designee, during prohibited times, in a manner that causes a disruption or impedes student learning. Examples of electronic/communication devices

include, but are not limited to: cell phone, tablet, chrome books, iPad, devices used for unauthorized audio/video recordings, etc. The Jasper County Charter System permits the use of personal technology for instructional purposes, as designated by the administrator or teacher. Use of personal technology during non-instructional time will be determined by the school administrators so as to preserve a safe and orderly learning environment. Electronic devices, including but not limited to cell phones, iPods, iPads, CD players, laser pointers, laptops, etc. are brought to school at a student's personal risk. **School system employees will not search for or conduct an investigation to locate lost or stolen items unless it is necessary to enforce the rules of the school.**

#### **19. EXTORTION/THREATS**

Physical, verbal, or electronic threat which creates fear, or obtaining money or goods from another student through the use of threats or misuse of authority.

#### **20. FAILURE TO REPORT MEDICATION**

Possession of medication (over the counter or prescription) without distribution or abuse. Students found in possession of prescriptions issued to him/her, and/or possession of over the counter medication (i.e. aspirin, cold medications, caffeine pills, etc.) which are not allowed under board policy or have not been reported to and approved by the school nurse or designee are in violation of this policy.

#### **21. FIGHTING/PHYSICAL VIOLENCE**

Physically assaulting another student where there is no major injury. Note: Does not include verbal confrontation or other minor confrontation. Note: Injury to a school system employee or innocent bystander may result in more severe consequences being administered to a student.

#### **22. GAMBLING**

Engaging in a game or contest (face to face or online) in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

#### **23. HARASSMENT**

Any behavior based on a student's race, national origin, religion, sex, or disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited.

#### **24. HOMICIDE**

Murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall contact law enforcement officials.

#### **25. INAPPROPRIATE PHYSICAL CONTACT**

Participation in physical contact that is not considered physically threatening.

#### **26. INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**

Displaying expressions of affection such as kissing, embracing, etc. while on school property, at a school function/event, or on a school bus.

#### **27. INAPPROPRIATE SEXUAL BEHAVIOR**

Making sexual advances, requesting sexual favors, transmitting sexually explicit or suggestive material to other students at school, circulating such material at school through electronic devices or in any other manner, or being involved in sexual conduct of any nature without force or threat of force while on school property, at a school function/event, or on a school bus.

#### **28. INAPPROPRIATE SEXUAL COMMENTS**

Insensitive, inappropriate, or sexually suggested comments or jokes that may or may not be directed toward a specific person.

#### **29. INCITING, ADVISING, OR COUNSELING**

Inciting, advising, or counseling others to engage in prohibited acts or violate provisions of the Code of Conduct.

#### **30. INDECENT EXPOSURE**

Removing one's own or another person's clothing or acts which offend against commonly recognized standards of good taste. This offense includes, but is not limited to, removing clothing items, pulling down pants, wearing pants significantly below the waistline, clothing that exposes significant amounts of flesh, etc.

**31. KIDNAPPING**

Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent/legal guardian. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall contact law enforcement officials.

**32. MOTOR VEHICLE THEFT**

Theft or attempted theft of a motor vehicle, including but not limited to a car, truck, motorcycle, RV, dune buggy, ATV, or vehicle that is self-propelled. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall contact law enforcement officials.

**33. OTHER DISCIPLINARY EVENT**

Discipline event that warrants intervention; however, OSS/ISS/Expulsion are not options as consequences.

**34. PHYSICAL VIOLENCE AGAINST A SCHOOL SYSTEM EMPLOYEE**

Committing physical violence against a school system employee, as defined in GA Code 20-2-751.6, as intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself as provided for in GA Code 16-3-21. Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel. Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior. Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

**35. POSSESSION OF UNAUTHORIZED ITEMS**

This offense includes any item or piece of equipment that is prohibited, violates classroom protocol, or the student Code of Conduct. Unauthorized items will be confiscated by the school administrator/designee.

**36. POSSESSION/USE OF EXPLOSIVE MATERIAL**

Carrying, possessing, or having under such person's control ammunition of any type, fireworks, combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound, tablets and other devices containing an explosive substance.

**37. PROVIDING FALSE INFORMATION**

Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Any student (or parent/friend of student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school. This offense includes giving false information to school staff.

**38. ROBBERY**

Taking or attempting to take anything of value that is owned by another person/organization, by force or threat of force with a weapon. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall contact law enforcement officials.

**39. RUDE/DISRESPECTFUL BEHAVIOR**

Using profane, vulgar, and/or obscene words or gestures, improper dress, or possession/creation of pornographic material.

**40. SERIOUS BODILY INJURY**

Physical contact with another person with the intent to cause bodily harm that dismembers, disfigures, causes loss of limb, loss of organ function, or causes risk of death. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall contact law enforcement officials.

#### 41. SEXUAL BATTERY

Intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Depending on the circumstances, the offense may be upgraded to the more serious charge of aggravated sexual battery. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall contact law enforcement officials.

#### 42. SEXUAL HARASSMENT

Sexual harassment can take many forms and it is not possible to define or itemize every aspect of the harassment forbidden by the School District. Sexual harassment may include conduct or speech that entails unwelcome sexual advances, requests or demands for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or physical contact that creates a hostile environment. There may be other speech or conduct which students experience as inappropriate or illegal harassment, all of which is forbidden. Sexual harassment defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 is defined as follows:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" - an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

"Dating Violence" - sex-based violence committed by a person-

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence" - sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

#### 43. THEFT/LARCENY

Theft/Larceny/Selling/Purchasing or Possession of Stolen Public or Private Property without threat, violence or bodily harm. A student who violates this rule may be responsible for paying damaged or lost property, and/or receive OSS, and/or referred to the disciplinary tribunal, and/or referred to law enforcement officials.

#### 44. THREATENING A SCHOOL SYSTEM EMPLOYEE

Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel. This offense includes touching, striking, pushing, or threatening the person, bodily or psychologically, as well as the property of any school system employee through action, verbal, written or electronic means. Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon some teacher or other school personnel.

**45. THREATENING/INTIMIDATING BEHAVIOR**

Any type of school-wide threat which creates fear. This offense includes making a bomb threat or activating a false fire alarm or making a false call to 911. Students who violate this rule shall receive a 10 day out of school suspension and will be referred to the disciplinary tribunal. School officials shall contact law enforcement officials.

**46. TOBACCO/ELECTRONIC CIGARETTES**

Intentional possession, use, or distribution of tobacco in any form or electronic cigarettes, or vaping on school property, at a school related function/event, or on a school bus. Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance, or equipment or devices (paraphernalia) used for preparing or using drugs or narcotics; being under the influence of any controlled drug, narcotic substance, or any mind-altering substance or intoxicant (illegal or legal); or medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to the school, specifically including any product with CBD, whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law.

**47. TRESPASSING**

Entering or remaining on school property, at a school function/event, or on a school bus without permission of the administration or refusing to leave school property, school function/event, school bus as directed by school administrator.

**48. VANDALISM**

Participation in destroying, vandalizing, and/or threatening to destroy/deface public or private property located on school property, at a school related function/event, or on a school bus without the consent of the owner. This offense includes deliberate minor or major destruction or defacement of school property. Students who violate this rule may receive out of school suspension, a referral to the disciplinary tribunal and/or referral to law enforcement officials.

**49. WEAPON – HANDGUN****50. WEAPON – KNIFE****51. WEAPON – RIFLE/SHOTGUN****52. WEAPON - OTHER**

Possession or use of a weapon, as provided for in Code Section 16-11-127.1: A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to:

- (1) Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
- (2) Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, 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 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. Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as determined by the principal to be appropriate based on the seriousness of the offense, the age of the student and other relevant factors.

## ACCEPTABLE USE AGREEMENT

**Internet:** The Internet is a connection of computers from all around the world. These computers are located at schools, government institutions such as NASA, museums, businesses and anywhere that a computer can be located. However, with access to computers and people all over the world, material may also be available that is not appropriate or of educational value in the school setting.

**Instructional Use:** The Board of Education recognizes that advancements in technology are changing the means by which information can be accessed, communicated and transferred and seeks to ensure its students will be adequately prepared as future citizens and employees in this rapidly changing environment. The purpose, therefore, of the use of Internet resources in the Jasper County Schools is to support educational and research objectives based on its established curriculum. Jasper County Schools have taken precautions to restrict access to materials that are inappropriate for the school setting [IJND – Technology Resources and Children’s Internet Protection Act (CIPA) Internet Safety Compliance Policy].

**User Requirements:** Students are automatically opted-in for access to the Internet and use of its resources. Jasper County Board of Education employees who have a signed Internet Acceptable Use Agreement, which will be kept in their personnel file, may gain access to the Internet and use its resources. This agreement remains in effect until revoked. Students and personnel must review proper use procedures each year prior to the first time on-line. This review should cover system Technology Resources Policy and Procedures.

## STUDENT INTERNET & G SUITE FOR EDUCATION ACCESS

All Jasper County Schools provide students with internet access and an account to access core services of G Suite for Education to enhance curriculum and learning opportunities. Teachers provide guidance and direction on the appropriate use of these tools. In accordance with the Child Internet Protection Act (CIPA) and other applicable federal and state laws, the district uses filters to restrict access to content that is inappropriate. To discuss how internet access and G Suite for Education will be used at your child’s school, please contact your child’s principal or teacher. Your child **WILL** have access unless you direct otherwise by completing the form on page 5 of this handbook.

### **Acceptable Uses:**

- The Internet is to be used for educational purposes, not for personal communication, entertainment, or commercial reasons. The content accessed should be directly related to educational curriculum objectives or professional job assignments of employee users.
- Student access to the Internet should be from the media center or classroom, under the supervision of an instructor.
- Personal communications by students and teachers shall be prohibited.
- Posted messages must be signed; anonymous messages are prohibited.
- Posting of student names and/or pictures is not permitted.
- Only legal activities are permitted and should not be in violation of copyright law.
- Activities should not disrupt the equipment or system performance, for example: copying large files or sending large quantity of electronic mail.
- Activities should be at authorized access sites. Hacking is prohibited.
- User activities should preserve the privacy of individuals and not cause harm to another's data, as with the use of a virus.
- Any student copying or printing of on-line materials or files must have the teacher's approval.
- Personal information, such as home address, telephone number, password or information about an individual must be protected and NOT given out.
- Language at all times should be acceptable in wording, tone and grammar. Vulgarity, swearing and abusive or terroristic messages are prohibited.
- All students and employees must have a signed Internet Acceptable Use Policy annually.
- ANY INTERNET USER IN VIOLATION OF ACCEPTABLE USE SHALL LOSE THEIR ACCESS PRIVILEGE.

**Termination of Use Privileges:** Any Internet user in violation of acceptable use shall lose their access privilege. Any use that violates the above or that does not support educational and research goals will terminate the Internet use privilege of the individual. The system administrator or her/his designee will determine what is inappropriate use. They, the administration, or staff may request a specific user's privilege to be denied, revoked or suspended.

**Disclaimer:** The Jasper County Board of Education makes no warranties of any kind, expressed or implied, for the service it is providing. Jasper County Schools will not be responsible for any damages suffered by its employees or students. This includes loss of data resulting from delays or service interruption or responsibility for the accuracy or quality of any information obtained through the Internet. Jasper County Schools will not be responsible for any financial obligations incurred by students of staff resulting from use of the Internet.

## **JASPER COUNTY ATTENDANCE PROTOCOL**

(State Board of Education Rule 160-5-1-.10 governs student attendance.)

One of the most important ways to help a child succeed in school is to make sure that he or she attends school regularly and is on time every day. Georgia Law (O.C.G.A. 20-2-690.1) requires any person in this state who has control or charge of a child between the ages of six and sixteen to enroll in and send that child to public, private, or homeschool.

**UNEXCUSED ABSENCES:** Occur when the student fails to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences. **The following, even with parental consent, are considered unexcused absences: Vacation, working, missing the bus, oversleeping, shopping, car not starting, getting senior pictures taken, personal appointments, visiting out of town (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence). If there is a doubt about whether an absence will be excused or unexcused, check in advance with the principal.** Students may lose credit for missed work due to an unexcused absence and/or may be subject to disciplinary action (as determined by principal and/or designee).

**TRUANT:** Any child who is subject to compulsory attendance who has 5 or more unexcused absences during a calendar school year. Criminal charges may be filed against the parent(s) or guardian if child accrues 10 or more unexcused absences.

**EXCUSED ABSENCES:** May occur under the following circumstances:

- Personal illness or attendance in school that endangers a student's health or the health of others.
- A serious illness or death in the student's immediate family necessitating absence from school.
- Court order/or an order by a governmental 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.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent/guardian is 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 a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his/her parent prior to the parent's deployment or during the parent's leave.
- A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U.S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c) (19) tax exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance record.
- Any emergency or set of circumstances which, in the judgment of a building administrator, constitutes just and sufficient case for an excused absence from school.

**\*\*An administrator or designee may require students to present appropriate medical or other documentation upon return to school for validating that absences are excused. School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy but shall be counted as unexcused for all other purposes.**

**Students shall be counted present when:**

- They are serving as pages of the Georgia General Assembly.
- A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.
- A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted present and given full credit for the school day in which he/she served as a volunteer poll worker, up to 2 school days per school year.

**TARDY (Late Check-Ins):** Occur when a student arrives late (tardy) for school/class. A student who arrives late for school/class without a valid reason may receive NO credit for work missed and/or may be subject to disciplinary action (as determined by principal and/or designee).

**EARLY CHECKOUTS:** Occur when a student is removed from class and leaves school with a parent or guardian prior to the official end of the school day. **IDENTIFICATION IS REQUIRED FOR ALL CHECK OUTS!** Students who need to leave campus can only do so with an adult listed on their Emergency Contact List. It is the parent's responsibility to verify that this information is current and accurate. Early



checkouts and late check ins without proper documentation count as absences from the classes missed and may result in the loss of credit for a course. A student who leaves school early without a valid reason may receive NO credit for work missed and/or may be subject to disciplinary action (as determined by principal and/or designee).

**Perfect Attendance recognition:** WILL NOT be given if the student is absent for any reason OR has any combination of more than 4 tardies or early checkouts.

**REQUIRED DOCUMENTATION FOR EXCUSING ABSENCES:** Parents may submit written documentation to excuse a school absence for any of the reasons listed in this document as an “Excused” absence for up to 5 school days per school year. Parent notes submitted for reasons not included in the list of “Excused” absences will NOT be accepted. Once the school has excused 5 school days based upon a parent note, documentation from a medical provider must be submitted for any additional absences to be documented as excused due to the child’s illness. **WRITTEN DOCUMENTATION FOR ALL ABSENCES MUST BE SUBMITTED TO THE CHILD’S SCHOOL WITHIN 5 SCHOOL DAYS AFTER THE CHILD’S ABSENCE. LATE NOTES WILL NOT BE ACCEPTED. Each school has a specific procedure for sending written documentation of absences. Please adhere to the procedures, as listed below, for your child’s school:**

**JCPK** Submit written attendance notes/documentation in the agenda. Doctor excuses may be sent in the child's agenda, faxed (706-468-4975), emailed to [lschultz@jasper.k12.ga.us](mailto:lschultz@jasper.k12.ga.us), [tbenton@jasper.k12.ga.us](mailto:tbenton@jasper.k12.ga.us); or given to the student's teacher. **Calls, texts, or Remind messages ARE accepted as official documentation of an absence.**

**JPCS** Submit written attendance notes/documentation in the agenda or child’s weekly folder. Doctor excuses may be sent in the child's agenda or folder; faxed (706-468-4985); emailed to [psoffice@jasper.k12.ga.us](mailto:psoffice@jasper.k12.ga.us); [dlreese@jasper.k12.ga.us](mailto:dlreese@jasper.k12.ga.us); or given to the student’s teacher. **Calls, texts, or Remind messages are NOT accepted as official documentation of an absence.**

**WPES** Submit written attendance notes/documentation in the agenda. Doctor excuses may be sent in the child's agenda, faxed (706-468-4984), emailed to [dlreese@jasper.k12.ga.us](mailto:dlreese@jasper.k12.ga.us), or given to the student's teacher. A Dojo message to your child's teacher is also acceptable. **Calls, texts, or Remind messages are NOT accepted as official documentation of an absence.**

**JCMS** Submit written attendance notes/documentation that the student can turn in to their teacher. Doctor excuses may be faxed (706-468-1847), emailed [tjohnson@jasper.k12.ga.us](mailto:tjohnson@jasper.k12.ga.us), or given to the student's teacher. **Calls ARE accepted. Texts, or Remind messages are NOT accepted as official documentation of an absence.**

**JCHS** Submit written attendance notes/documentation to the front office staff when the student returns from their absence. Doctor Excuses may be faxed (706-468-5021), brought to the front office, or emailed to [jchscheckout@jasper.k12.ga.us](mailto:jchscheckout@jasper.k12.ga.us); [jhouston@jasper.k12.ga.us](mailto:jhouston@jasper.k12.ga.us); or one of your students' teachers or administrators. Please identify that it is an excuse in the subject line of the email. **Calls, texts, or Remind messages are NOT accepted as official documentation of an absence.**

**GRADES AND ABSENCES:** Final course grades of students shall not be penalized because of absences if absences are justified and validated for excusable reasons and make up work for excused absences was completed satisfactorily.

**REQUIREMENTS FOR DRIVER’S LICENSE OR PERMIT (TAADRA - students 14 and older):** Certificate of Enrollment: Is required when a student younger than age 18 applies for a driver’s license or permit. This form must be completed by a school official to satisfy the relevant enrollment requirements. GA law also requires local school systems to report certain attendance and discipline violations and students who have withdrawn from school and not reenrolled in public, private, home, or postsecondary school.

### **ACTION TAKEN DUE TO EXCESSIVE UNEXCUSED TARDIES OR EARLY CHECKOUTS**

**At 10 unexcused tardies or early checkouts:** Referral to School Counselor/Designee.

**At 20 unexcused tardies or early checkouts:** Referral to School Social Worker.

**At 25 unexcused tardies or early checkouts:** Referral to JCCS Student Support Services Department. If the student continues to accumulate unexcused Tardies OR Early Checkouts, the parent/student may refer to the Local Interagency Planning Team (LIPT); Jasper County Court System, Jasper County Department of Family & Children Services; or the Jasper County Sheriff’s Office if needed.

### **ACTION TAKEN DUE TO EXCESSIVE UNEXCUSED ABSENCES**

**At three (3) unexcused absences:** Designated school staff will contact parents to inquire about the reason for the absence and offer support/encouragement as well as remind student/parent of possible consequences for excessive absences.

**At five (5) unexcused absences:** Student will be referred to the JCCS Student Support Services Department. Designated staff will discuss the attendance and academic performance with the student and parent/guardian, identify problems that prevent the child from attending school, and offer support/encouragement to the student and parent/guardian. Staff will notify the parent/guardian of the consequences of more than 5 unexcused absences and that each subsequent absence shall constitute a separate offense. After 2 unsuccessful, reasonable attempts to notify the parent, including but not limited to telephone call, text, letter, email, designated staff will send written notice via first class mail. Parent will also receive a letter from Jasper County Sheriff’s Office. Staff may refer to the LIPT; Jasper County Court System; Jasper County Department of Family & Children Services; or the Jasper County Sheriff’s Office if needed.

**At ten (10) unexcused absences:** Student will be referred to Jasper County Sheriff’s Office, Jasper County Court System and/or Jasper County Department of Family & Children Services for violation of O.C.G.A. 20-2-690.1.

## CHILD ABUSE AND NEGLECT REPORTING

All employees of the Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as all school social workers and school psychologists employed by the Board and volunteers who work in the school system, who having reasonable cause to believe that suspected child abuse has occurred shall report that abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for Jasper County, Georgia. Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report. Call Centralized Intake at 1-855-422-4453 to make a report.

### CHILD FIND

Public Notice - In Accordance with federal regulations and State Board Rule 160-4-7.03 the Jasper County Charter System assumes the responsibility for the location, identification, and evaluation of all children birth through age 21 that require special education and related services. All children who are suspected of having a disability and who are in need of special education are part of the child find process, regardless of age. This includes children who are:

- Birth through three who may or may not be referred to and served by the State's early intervention program, Babies Can't Wait;
- Preschool children, ages three through five, who may not be enrolled in Georgia funded prekindergarten program and kindergarten including children who are parentally placed in private preschools or daycare centers outside the school system;
- Children who are enrolled in a public school in Jasper County;
- Children who are parentally placed in private and home schools; or
- Highly mobile children, including migrant children;
- Children served in community programs such as a rehabilitation center, daycare center, etc., or other municipalities and
- Any other children suspected of having a disability.

### DRESS CODE

It is our intent to provide an environment that is safe, orderly, and without distractions and disruptions that interfere with or undermine the learning process. In keeping with this intent, all students are expected to dress appropriately and exhibit good grooming habits. Students who fail to comply with the dress guidelines given below will be referred to an administrator and will be expected to change into acceptable garment. School attire which is not specifically covered in this section and which the administration believes is disruptive or distracting to the learning environment also may be prohibited with the final decision made by the school administrator. A copy of the school dress coded power point is located on the JCMS Web page.

#### **DRESS CODE – JCMS and JCHS**

**The following attire is INAPPROPRIATE for school and must NOT BE WORN:**

- Pants, with holes, above the knee must be covered with no visible skin showing (Examples include large holes, holes in which highlight personal areas.) Holes in jeans, below the knee, are acceptable. **Administration has full discretion to determine if appropriate.**
- Leggings MAY NOT be worn with items that do not meet the required length. Leggings must be worn with shorts, dresses, skirts, and/or tunics that are fingertip length.
- Sunglasses, caps, hats, and other non-religious head coverings such as bandanas and hoods can not be worn inside the school building.
- Clothing which advertises, suggests or displays any insignia of alcohol, illegal drugs or tobacco.
- Clothing with obscene, vulgar, or suggestive language or design.
- Clothing with words or symbols, such as pictures and emblems, which advocate violence and/or terrorism.
- Clothing with signs, symbols, drawings or writing which show allegiance, affiliation or reference to any non-sanction group or political ideology.
- Colors, bandannas, articles of clothing or paraphernalia which promote or identify with a non-sanctioned group or political ideology.
- Clothing that exposes or accentuates the torso while standing or sitting, such as spandex pants, see-through garments, uncovered leggings, yoga pants, halter tops, spaghetti straps, backless dresses, tube tops, tank tops, muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above the waist, off the shoulder tops.
- Shorts, dresses and skirts which stop less than fingertip length when worn properly around the waist and when standing upright with shoulders in a relaxed position.
- Sleepwear cannot be worn including, but not limited to, pajamas, gowns, bathrobes, slippers, blankets, etc.
- Hoodie coats: Wearing the hood of this type of coat while in the building is not allowed.

In addition, the following rules apply:

- Clothing such as belts, flaps, etc. must be buttoned or buckled. Overalls should be worn with tabs in place and all hardware fastened. No chained wallets may be worn.

- Trench coats are unacceptable. Hooded coats are acceptable, but hoods are not to be worn while in the buildings.
- Shorts/pants must be worn with the waistband at the waist; “sagging” is unacceptable.
- Chains and chain link or studded belts that could be used as a weapon (as determined by an administrator) will not be permitted.
- Slides and/or flip flops should not be worn.

Students in violation of the dress code may be asked to:

- turn clothing inside-out to hide inappropriate images/text;
- tie a belt of some type around pants if they fit inappropriately;
- change into alternate clothing provided by the school; or
- contact parents for a change of clothes.

Non-compliance with dress code will result in assignment to an alternative learning environment. Chronic violators of the dress code will be handled as indicated in the Code of Conduct. **Administrators shall have the authority to interpret dress code and make case-by-case determinations for appropriateness of dress that is not covered elsewhere in this policy.**

#### **DRESS CODE – JCPK, JCPS, WPES**

Students are expected to dress appropriately while in attendance at school. General appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal cleanliness, neatness and workplace standards of dress and appearance. When questionable the school administrator will make the final determination of whether a student’s attire or appearance is in conflict with the system policy. Students will comply with the follow dress code:

- Students are required to wear safe and appropriate shoes at all times. Sandal, flip flops and slides should not be worn during physical education classes. Athletic or appropriate shoes for athletic activity should be worn to maximize safety.
- Sunglasses may not be worn inside. Exceptions can be made by the principal for prescription lenses and special days.
- Hoods/hats should not be worn in the building or classroom with the exception of hats on designated hat days.
- Students are expected to wear clothing in a normal fashion.
- No see-through garments; sheer see-through, or mesh see-through garments. Undergarments should not be visible to others.
- Garments that are deemed too tight for the wearer (administrator’s discretion) will be deemed inappropriate. Excessively form fitting garments are inappropriate.
- No skin may be shown between the button line and the beltline. No midriff type clothing is allowed.
- Clothing such as belts, flaps, etc. must be buttoned or buckled. Overalls should be worn with tabs in place and all hardware fastened. A belt is required for loose fitting clothes.
- Sundresses that are low cut in the front or lower than the shoulder blades in the back are not allowed. No cutout areas in sundresses are allowed.
- No clothing, or jewelry bearing advertisements of alcohol or tobacco products or offensive, obscene or vulgar language will be allowed.
- Any clothing, jewelry, hair, make-up, fingernails, or any other item which causes a disruption of the school environment may be banned at the discretion of the principal.

#### **JCPS and JCPK Only**

- Please send one change of clothes in your child’s book bag. These could possibly be kept in a zip lock bag either in your child’s book bag or a cubby or other place in the classroom. When students have “accidents” or spill food or drink on themselves, a change of clothes is needed and most of the time our “Clothes Closet” is bare.
- In addition, please put your child’s name inside their jackets, sweaters and coats. This will be great help if they leave their jackets in the lunchroom, activity room, on the playground, etc.

**Administrators shall have the authority to interpret dress code and make case by case determinations for appropriateness of dress which is not covered in this policy.**

### **EARLY RELEASE/CHECKING OUT**

IDENTIFICATION IS REQUIRED FOR ALL CHECK OUTS! Students who need to leave campus can only do so with an adult listed on their Emergency Contact List. It is the parent’s responsibility to verify that this information is current and accurate. Early check outs and late check ins without proper documentation count as absences from the classes missed and may result in the loss of credit for a course.

### **EMERGENCY PROCEDURES**

Students, teachers, and district employees will participate in emergency drills. Drills are held to develop safety practices and promote speedy evacuation to assigned safety areas during an emergency. During an actual emergency or drill, personal safety depends on the way instructions are followed. Inappropriate student behavior during drills constitutes a violation of the code of conduct.

## FERPA

### NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA affords parents and eligible students (over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made and cannot be released to other parties without authorization.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, honor roll or other recognition lists, or on websites or social media sites affiliated with the school or school district.

The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's e-mail address;
- (d) Student's participation in official school activities and sports;
- (e) Weight and height of members of an athletic team;
- (f) Dates of attendance at schools within the district;
- (g) Honors and awards received during the time enrolled in district schools;
- (h) Photograph; and
- (i) Grade level.

**Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request.** In addition, two federal laws require school districts receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. **NOTE: You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.**

(5) You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at

some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district or in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA. Complaints may be filed with the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave, SW, Washington, DC 20202-8520.

(7) The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with:

**Executive Director of Technology**

1411 College Street  
Monticello, GA 31064  
706-468-6350 ext. 155

**Notification of Rights under the Protection of Pupils Rights Amendment (PPRA)**

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--
  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. Sexual 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.
- Receive notice and an opportunity to opt a student out of—
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use—
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents or these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above at this time. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein. Parents who believe their rights have been violated may file a complaint with the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave, SW, Washington, D.C. 20202-8520.

## **FIELD TRIPS**

Georgia law and State Board of Education policy allow students to be excused from classroom activities for school-sponsored, off-campus activities ten (10) days per year per class. These events do not count against the student as absences provided they are part of an extracurricular program of a school organization or an extension of an instructional class. In order to attend any activity/trip planned by a teacher as an extension of an instructional class or as a club initiative (non-competition), the students attending must be passing all classes in order to attend. It is the student's responsibility to provide this documentation to the teacher planning the trip. **Teachers will provide forms to students in a timely manner to enable ALL teachers on campus to plan for the absence accordingly.** Teachers will be provided with a list of students who are absent as a result of a field trip. School work missed may be due on the first day the student returns to class following the activity if the work was assigned prior to the activity. The student is responsible for contacting the teachers regarding assignments due.

## **FLOWERS/GIFTS/DELIVERIES**

Schools DO NOT accept deliveries for students. Students cannot carry any gifts (balloons, flowers, stuffed animals) with them around campus that could disrupt the classroom.

## **FOOD SERVICES MANAGEMENT**

The School Nutrition Program shall be viewed as a part of the total educational program through the cooperative efforts of administrators, teachers, and school nutrition personnel. The goal of the School Nutrition Program is to provide acceptable meals which are nutritionally sound to all students, regardless of income or family status. These meals should be delivered with nutrition education so that students are equipped for a lifetime of nutritional wellness.

The Superintendent shall be responsible for the operation and administration of the school nutrition program. The system shall employ a School Food Nutrition Director to carry out the system responsibilities of the nutrition program. The Superintendent shall utilize state, federal, and local funds in accordance with applicable local, state, and federal regulations including those promulgated by the United States Department of Agriculture and the Georgia State Board of Health.

The primary responsibility of the program is to provide for the child's needs for basic nutrition. Basic nutrition is that which meets the U.S. Recommended Dietary Allowances (RDA's). Children eligible for a free or reduced priced meal must be served a meal with no reduction in quantity or quality.

### **Meal Accounts**

- Students in grades PK-12 may have a meal account created in their name by their parents/guardians.
- Money may be deposited into the child's meal account by the following means;
  - i. Online payment system
  - ii. Sending money to the cafeteria specified for a particular student daily, weekly, monthly or yearly

**Alternative Meals** An Alternative Meal, though nutritious, is not considered a "hot meal". Alternative Meals normally consist of a sandwich, fruit, and milk. Alternative Meals are offered only to students in grades 3-12.

**Special Meal Modifications** Documented food allergies will be taken into account for students in grades PK-12. Parents/Guardians should contact the school's Nutrition Director for information if there is a need for modifications to be made to the child's meals due to food allergies and/or special health concerns.

### **The Charging of Lunches**

#### **Student Charges**

- Primary school students (grades PK – 2): In order for PK – 2 students to open a charge account, the parents/guardians of the child(ren) must be contacted to approve the practice of charges for this aged child. One meal may be charged prior to making contact with a parent/guardian. Limitations for charges will be established with the parent/guardian which may be negotiated based on the needs of the family. The School Nutrition Program will solicit the help of principals, counselors and local administrators to work with families to collect the debt as well as evaluate the family's need for assistance.
- Elementary school students (grades 3-5): Students in elementary school may charge up to 4 meals per semester (August – December and January – May). Parents/Guardians will be notified by either email, written or verbal notice once the child reaches the maximum of 4 charged meals during the semester. Should a student exceed the number of allowed meal charges; the child will be offered an Alternative Meal until such time the debt is paid in full. An *Overdrawn Account Letter* will be sent home with the student after the first Alternative Meal has been provided to the student. The School Nutrition Program will solicit the help of principals, counselors and local administrators to work with families to collect the debt as well as evaluate the family's need for assistance.

- Middle school students (grades 6-8): Students in middle school may charge up to 4 meals per semester (August – December and January – May). Parents/Guardians will be notified by either email, written or verbal notice once the child reaches the maximum of 4 charged meals during the semester. Should a student exceed the number of allowed meal charges; the child will be offered an Alternative Meal until such time the debt is paid in full. An *Overdrawn Account Letter* will be sent home with the student after the first Alternative Meal has been provided to the student. The School Nutrition Program will solicit the help of principals, counselors and local administrators to work with families to collect the debt as well as evaluate the family's need for assistance.
- High school students (grades 9-12): Students in high school are not allowed to charge meals. An Alternative Meal will be offered to a student who is unable to pay for a meal. The student will be offered a maximum of 4 consecutive Alternative Meals; this is not to exceed 4 Alternative Meals per semester (August-December and January-May). The School Nutrition Program will solicit the help of principals, counselors and local administrators to work with families to collect the debt as well as evaluate the family's need for assistance. It should be noted that, by State Board of Education Rule 160-5-1-.14, a student's report cards, certificates of progress, diploma, and the opportunity to march in graduation ceremonies may be withheld from the student until such time the debt is paid in full.

#### **Extra Items/A La Carte**

- A La Carte and/or extra items (including milk) may not be charged by any student in grades PK – 12.
- Students wishing to purchase extra items or A La Carte items must pay in cash at the point of purchase or have money in their meal account to cover the cost of the item(s).
- Students who receive Free or Reduced Lunches must pay cash for extra items and/or A La Carte items.

#### **Adult Charges**

- Visitors are not allowed to charge a meal.
- Substitute teachers/staff are not allowed to charge a meal.

School employees may charge their meals on a monthly basis. All charges must be paid in full on the last work day of each month. Extensions for payment will not be offered. Failure to pay in full on the given date, will result in charging privileges being revoked.

### **FUND RAISING**

Any school-based fund raising project must be submitted through the principal and approved by the Board of Education. Fund raising activities shall not interfere with instructional time. Fund raising items in a student's possession during the school day may be confiscated and not returned.

### **GRADE REPORTS**

Progress Reports are issued at 4.5 weeks into each semester. These grades show progress at a single point in time. Grades are cumulative until the end of each semester. Report cards will be issued to students at the end of each 9-week grading period.

### **HARASSMENT**

It is the policy of this School District to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, religion, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student. See Behaviors 23 and 42.

Any student, parent, employee, or other individual who believes that a student has been subjected to harassment or discrimination by other students or employees of the School District should promptly report the situation to the principal OR counselor of their school or to:

**Dr. Susan Stone, Director of Federal Programs/Student Support Services**

1411 College Street

Monticello, GA 31064

706-468-6350

[shstone@jasper.k12.ga.us](mailto:shstone@jasper.k12.ga.us)

Violations of Policy JCAC, Harassment of Students, by an employee will result in disciplinary action as determined appropriate up to and including possible termination. Students violating this policy may be disciplined up to and including exclusion from school.

### **HEALTH**

**Students who are ill should remain at home until they have been symptom free for at least 24 hours without taking medication to relieve their symptoms (i.e. Tylenol, aspirin, etc.).** Children having any contagious or infectious disease should not return to school unless cleared by a licensed medical provider. Students who have head lice (pediculosis) are to be sent home from school. Before re-entering school, it will be necessary for the school nurse/designee to determine that the student is free of ALL infestation and any remnants, including dead nits. If

the student's head is still suspect, he/she will not be allowed to re-enter school. IF your child has not been cleared to re-enter school on or before the third school day after the date he/she was sent home, additional absences will be marked as "unexcused" and the matter will be referred to the School Social Work Department. Referrals will be made to the School Social Work Department for repeated cases of head lice.

## **HOMELESS STUDENTS**

The McKinney-Vento Homeless Assistance Act (the Act): The Stewart B. McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for these children and youth to enroll in, attend, and succeed in school and preschool programs. In accordance with the Act, every child of a homeless individual and every homeless child or youth shall have equal access to the same free, appropriate public education as provided to other students. The District shall assign and admit a child or youth who is homeless to a District school regardless of residence or whether the parent/guardian or student is able to produce records normally required for enrollment. Unaccompanied youths must be afforded specific protections, including immediate enrollment in school without proof of guardianship. The Superintendent shall appoint an appropriate staff person to be the district's liaison for homeless children and youths. The liaison shall be responsible for identifying homeless children and youths, compiling data collected on children and youth in transition, determining and arranging for needed services, monitoring academic achievement, facilitating enrollment, and settling disputes.

**Definition:** The term "homeless children and youths" is defined as provided in the McKinney-Vento Homeless Assistance Act (the Act). Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including children or youth who experience one or more of the following characteristics:

1. Are sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
2. Are living in motels, hotels, trailer parks, camping grounds due to the lack of alternative adequate accommodations;
3. Are living in emergency or transitional shelters;
4. Are abandoned in hospitals; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
5. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;
6. Are migratory children living in conditions described in the previous examples; unaccompanied youth who are not in the physical custody of a parent or guardian.

**Attendance:** The School District will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children or youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. The Superintendent or designee will review and revise as necessary regulations or procedures that may be barriers to the enrollment of homeless children and youths. In reviewing and revising such regulations or procedures, the District will consider issues of transportation, immunization, residence, birth certificates, transfer of school records and other documents required for enrollment.

**Dispute Resolution:** Anyone having a concern or complaint regarding eligibility, school selection, or enrollment of a homeless child or youth should first present it orally and informally to the District homeless liaison, who shall carry out the dispute resolution process as defined in the state plan for the education of homeless children and youths.

**Services:** Homeless students will be provided district services for which they are eligible, including transportation services, Head Start and comparable pre-school programs, Title I and similar state or local programs, educational programs for students with disabilities or limited English proficiency, career and technical education programs, gifted and talented programs, school nutrition programs, summer learning opportunities, online learning, and magnet and/or charter schools. Appropriate secondary education and support services will be provided to ensure that homeless youths receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. Homeless children or youth must be provided transportation to or from a student's school of origin, at the request of a parent, guardian, or, in the case of an unaccompanied youth, or the local liaison.

**Collaboration and Policy Revision:** The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and seek revisions to district policies that may act as barriers to the enrollment of homeless students.

## **HOSPITAL/HOMEBOUND SERVICES**

Any student who has a medically diagnosed physical condition that restricts him/her to home or hospital for a period of time may be eligible for hospital/homebound instructional services. For all students receiving hospital/homebound instruction, a medical referral form signed by a licensed physician must be on file stating that the student will be absent for a minimum of ten (10) consecutive school days and is physically able to participate in educational instruction at home. If a student is officially on homebound, the student is considered "present" for attendance purposes. For more information about this service, please contact your child's school counselor.



## **IDEA PROCEDURAL SAFEGUARDS/PARENT RIGHTS**

### 160-4-7-.09 PROCEDURAL SAFEGUARDS/PARENT RIGHTS.

#### (1) GENERAL.

(a) The term “Procedural Safeguards Notice” also refers to the document commonly identified as “Parent Rights” which, must be given to parents only one time per school year, except that a copy shall also be given to parents in the following circumstances -

1. Upon initial referral or parent request for evaluation;
2. Upon receipt of the first state complaint in a school year;
3. Upon receipt of the first request for a due process hearing in a school year;
4. Upon notification by the LEA to the parent of the decision to remove the child from his or her current placement and the removal constitutes a change of placement under the discipline provisions of IDEA and state rules because of a violation of a code of student conduct;
5. Prior to accessing a child’s or parent’s public benefits or insurance for the first time; and
6. Upon request by the parent. [34 C.F.R. § 300.504(a)(1) – (4)]
7. The parent may elect to receive the Procedural Safeguard/Parent Rights notice by electronic mail, if the LEA makes that option available. [34 C.F.R. § 300.505]

(b) The State and each LEA may place a copy of the Procedural Safeguards/Parent Rights on its web site. [34 C.F.R. § 300.504(b)]

(c) The content of the notice must include a full explanation of all the procedural safeguards available relating to:

1. Independent educational evaluations;
2. Prior written notice;
3. Parental consent;
4. Access to education records;
5. Opportunity to present and resolve complaints through the State complaint procedures and a due process hearing including:
  - (i) The time period in which to file a complaint or due process hearing;
  - (ii) The opportunity for the agency to resolve the complaint; and
  - (iii) The difference between the due process hearing and the state complaint process, including the jurisdiction of each procedure, what issues may be raised, filing and decisional timelines, and relevant procedures;
6. The availability of mediation;
7. The child’s placement during the pendency of any due process hearing;
8. Procedures for children who are subject to placement in an interim alternative educational setting;
9. Requirements for unilateral placement by parents of children in private school at public expense;
10. Due process hearings, including requirements for disclosure of evaluation results and recommendations;
11. Appeals of due process hearings, including the time period in which to file those actions;
12. Attorneys’ fees; [34 C.F.R. § 300.504(c)(1) - (13)] and
13. Notice provided in a language understandable to the parents. [34 C.F.R. § 300.504(d)]

(d) Each LEA shall establish and maintain procedures to provide an opportunity for the parents of a child with a disability to:

1. Inspect and review all education records relating to the identification, evaluation, educational placement and provision of FAPE to the child. [34 C.F.R. § 300.501(a)(1) – (2)]
2. Participate in meetings with respect to the identification, evaluation, and educational placement of the child and the provision of a free appropriate public education (FAPE) to such child. [34 C.F.R. § 300.501(b)(1)(i) – (ii)]
3. Obtain an independent educational evaluation of the child. [34 C.F.R. § 300.502]

(e) Each LEA shall establish and maintain procedures to provide to ensure that parents:

1. Receive notice before the school initiates or changes (or refuses to initiate or change) the identification, evaluation, educational placement of the child, or the provision of FAPE to the child. [34 C.F.R. § 300.503(a)(1) – (2)]
2. Receive notice of places to contact for assistance in understanding the procedural safeguards/parents’ rights. [34 C.F.R. § 300.503(b)(5)]
3. Receive procedural safeguards notice and a full explanation of the procedural safeguards. [34 C.F.R. § 300.504(c)]

## **INSTRUCTIONAL SUPPORT SERVICES**

### **Early Intervention Program (EIP)**

Children start school at a designated chronological age, but differ greatly in their intellectual development and experience base. The Early Intervention Program (EIP) is designed to serve students (K-5) who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time. The Early Intervention Program Placement and Exit Criteria are based on documented student achievement/performance in ELA/reading and mathematics. EIP is aligned with the Georgia’s Tiered System of Supports for Students framework (MTSS). Each school in our district can choose from five delivery models, therefore, the program will differ slightly from school to school.

### **English to Speakers of Other Languages (ESOL)**

English to Speakers of Other Languages (ESOL) is the state-funded language instruction educational program for eligible English learners (ELs) in grades K-12. The purpose of the ESOL language program is to provide English language development instruction and language support services to identified K-12 English Learners for the purpose of increasing their English language proficiency and academic achievement. The responsibility for educating the whole English Learning child, both in language development and academic content, is shared by regular classroom teachers and English language specialist teachers.

### **Gifted Services**

Jasper County Charter System is dedicated to providing gifted and potentially gifted students the opportunity to become independent learners and decision-makers who recognize their potential and responsibilities in a changing global society. The school system is committed to providing a rigorous and innovative instructional program that fosters the highest level of excellence and recognizes the right of each student to receive intellectual challenge appropriate for his/her capabilities. JCCS follows GaDOE guidelines in the identification and placement of gifted students.

Gifted programs throughout the schools vary. All schools use cluster grouping with gifted students. This method provides all students in the classroom to be taught and challenged by gifted endorsed teachers. Primary School offers a talent development program for all high achieving students. The program is designed to develop abilities and offer experiences to students in order to prepare them for subsequent testing and potential services. Washington Park offers a pullout program for gifted students. The gifted teacher works with students on projects and goes deeper and broader with grade level curriculum. When needed, compacting and acceleration are used. The middle school offers a variety of options for gifted students as well. A gifted specialist provides enrichment opportunities during a designated enrichment time. When available, students are cluster grouped with gifted endorsed teachers in all subject areas. JCCS is striving to bring more high school classes into the middle school for all high achieving students. Jasper County High School offers a variety of AP and Honors classes for gifted students. The gifted teacher acts as a resource and helpline for all gifted students. Gifted students also have the opportunity to undertake internships. **Please visit our website for more information.**

### **Remedial Services**

Jasper County Charter System provides remedial services to students in grades 6-12 who are struggling academically. The program varies as the needs of our students change.

In middle school, ELT, or Extended Learning Time is held daily for students. They are divided into Math and Reading groups based on MAP data. 8th graders are offered credit recovery if they fail with a 60-64. They have an opportunity to complete 4 weeks of Odysseyware and if they earn a 70 or above on each module, they can receive credit for the course. The middle school also offers Credit Repair. This program is for students who failed with a 65-69. The two week program is designed by content specialists who study the required standards and create packages of material for both ELA and Math. Students who complete the packages successfully earn credit for the class.

In high school each teacher has established office hours. Students who are struggling may make appointments with their teachers and sign up for after school tutoring. The procedure varies by teacher. If a student fails a test, the student may come in and do the work required by the teacher before they are allowed to retake the test. Various programs are used to remediate, such as teacher designed materials, iXL Math, and USA Test Prep. However, students must provide proof they have studied and remediated before retaking a test.

Credit recovery is also offered in certain circumstances. For example, if a student fails math this year, next year they could use Odysseyware to gain credit. Summer school is also offered for credit recovery for students who have failed classes (grades of 60-69). A committee is convened to look at individual cases and decide individualized opportunities for remediation.

### **Special Education Services**

JCCS recognizes the direct and relevant relationship between a multi-tiered system of supports (MTSS), Student Support Team (SST), and the individual evaluation requirements of the IDEA. Once problem-solving teams determine that a child is suspected of having a disability, a comprehensive evaluation shall be provided to the child being considered for special education eligibility. However, an eligibility determination cannot occur until the existing data are reviewed to determine whether one or more of the exclusionary factors is the determinant factor(s) for the determination that the child is a child with a disability and the child does not otherwise meet the specific eligibility criteria.

## MEDICATIONS

All medications other than the exceptions listed in these guidelines, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of the school. For students in PK – 2<sup>nd</sup> grade, medication must be taken to the school by the child's parent/guardian. For students in 3<sup>rd</sup> – 12<sup>th</sup> grade - all medications must be taken by the student, OR parent/guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines shall be subject to the discipline set forth in the Code of Conduct.

Certain medical diagnoses might require students to carry inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. In order for a student to carry these on his/her person, medical documentation and/or parent/guardian permission is necessary. This permission/documentation must be turned in to the main office. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the Code of Conduct.

Parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication. In order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

## MTSS (MULTI-TIERED SYSTEM OF SUPPORTS)

**What is MTSS?** MTSS is a Preventive Framework and Tiered System of Supports for Students.

**What is the National Definition?** A tiered system of supports that integrates assessment and intervention within a school-wide, multi-level prevention system, designed to maximize student achievement and reduce behavioral problems. It promotes systems alignment to increase the efficiency and effectiveness of resources. *Adopted from the National Center on Response to Intervention (NCRTI), 2010.*

**What does MTSS do?** MTSS is a multi-level framework aimed at **improving outcomes** for **ALL students**.

It is **preventive** and provides **immediate support** to students who are at risk for poor learning and/or behavior outcomes. It includes **RTI** (Response to Intervention) and **PBIS** (Positive Behavior Interventions and Supports), the academic and behavioral systems in schools.

It incorporates 5 essential components; 1) it is data driven; 2) it includes a team approach; 3) it supports ALL students in learning; and 5) it is considered best practice for teaching and learning.

## **NONDISCRIMINATION NOTICE**

### **COMPLAINTS OF DISCRIMINATION/HARASSMENT**

The School District does not discriminate on the basis of race, color, national origin (Title VI), disability (Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act) or sex (Title IX) in its educational programs and activities. Any student, parent or other individual who believes he or she or any student has been subjected to discrimination or harassment by other students or employees of the School District based upon any of the factors listed above should promptly report the same to the principal of the school or to the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report discrimination or harassment to their school counselor.

#### **Title VI Coordinator:**

Name or Title: **Dr. Susan Stone, Director of Federal Programs/Student Support Services**  
 Office Address: **1411 College Street, Monticello, GA 31064**  
 Telephone Number: **(706) 468-6350** Email Address: [shstone@jasper.k12.ga.us](mailto:shstone@jasper.k12.ga.us)

#### **Title IX Coordinator:**

Name or Title: **Dr. Susan Stone, Director of Federal Programs/Student Support Services**  
 Office Address: **1411 College Street, Monticello, GA 31064**  
 Telephone Number: **(706) 468-6350** Email Address: [shstone@jasper.k12.ga.us](mailto:shstone@jasper.k12.ga.us)

Any individual may report sex discrimination, including sexual harassment, at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

#### **Section 504 Coordinator:**

Name or Title: **Tiffany Price, Title I Family Engagement Coordinator**  
 Office Address: **1411 College Street, Monticello, GA 31064**  
 Telephone Number: **(706) 468-6350 ext. 122** Email Address: [tprice@jasper.k12.ga.us](mailto:tprice@jasper.k12.ga.us)

#### **Americans with Disabilities Act Coordinator:**

Name or Title: **Ashley McElheney, Director of Instructional Support Services**  
 Office Address: **1411 College Street, Monticello, GA 31064**  
 Telephone Number: **(706) 468-6350 ext. 113** Email Address: [amcelheney@jasper.k12.ga.us](mailto:amcelheney@jasper.k12.ga.us)

Students and employees will not be subjected to retaliation for reporting such discrimination or harassment. A copy of the discriminatory complaints procedure under Policy JAA (Equal Educational Opportunities) and under Policy JCAC-Sexual Harassment of Students is located in the District policy manual, which is available in the school office, central office, and on the District website.

## **PARENT NOTIFICATION OF ONLINE OPTIONS**

**On-Line Options:** State law requires schools to allow student opportunities to take online courses. Online courses are not required to graduate but provide an online learning option should your student or you choose this option. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. This notice is to inform you about the key components of legislation and how to find online opportunities for your student. **Accessing Georgia's Online Clearinghouse:** The Georgia Online Clearinghouse provides students and parent with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: [http://www.gadoe.org/\\_layouts/GADOEPublic.SPApp/Clearinghouse.aspx](http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx)

## **PARENTS RIGHT TO KNOW**

In compliance with the requirements of the Elementary and Secondary Education Act (ESSA), the Jasper County Charter 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) Whether the teacher is teaching under the field of discipline of the teacher's certification;
- (4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

## PBIS

Positive behavioral interventions and supports (PBIS) is an evidence based data-driven framework to reduce disciplinary incidents, increase a school's sense of safety, and support improved academic outcomes through a multi-tiered approach, using disciplinary data and principles of behavior analysis to develop school-wide, targeted, and individualized interventions and supports.

## PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Each student enrolled in the Jasper County Charter System shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America. Those students who wish to recite the Pledge will stand, salute the flag and recite the Pledge in unison. Those who do not wish to recite the Pledge will stand and remain silent. Each student in JCCS shall be afforded the opportunity for a moment of silent reflection.

## PROHIBITED ITEMS

When a search of students, lockers, vehicles, book bags or any other type search occurs on school property, the following procedures shall guide the school administration in dealing with any prohibited items that are found that may necessitate action by a law enforcement agency. The administrator in charge of the school facility shall notify the Superintendent's Office immediately that the search has occurred, illegal items found, and that specific students are being detained to complete an investigation. By the end of the business day, a parent of any student suspected of involvement shall be notified that the investigation is in progress and the nature of the child's involvement as best it is known at that time. The administrator in charge of the school facility shall conduct the investigation to discover all students involved and the level of involvement with all due speed. The Superintendent's Office shall be notified when the investigation has produced enough evidence to file charges against the student(s) involved. The administrator in charge of the school facility shall contact the law enforcement agency with the information the investigation has revealed and the evidence gathered. The law enforcement agency shall contact any other agency as may be appropriate. A parent shall be notified that the investigation and evidence supports a report to a law enforcement agency and that the report has been made. This should occur before any agency removes a student from the campus. Parents should have the opportunity to meet with the student and the administrator prior to the removal. A written report shall be filed with the Superintendent, summarizing the findings of the investigation within 24 hours of the completion of the investigation.

## SCHOOL GOVERNANCE TEAM (SGT)

The School Governance Team's (SGT) purpose is to help steer the school towards achieving its mission and to ensure the school's effort and resources are properly focused toward that goal. SGT meetings will be held monthly; the agenda and minutes will be posted on eBOARD. The SGT will be comprised of parents, students, business/community representatives, teachers and school administration. The SGT will hold a measure of decision-making authority by working collaboratively with school leaders in specific areas of personnel, finances, curriculum and instruction, resource allocation, school operations, and the monitoring of student achievement. Members that serve on the team are provided extensive training. Schools will be able to better meet the targeted needs of their students with the flexibility allowed through a charter school status. **The local school board remains intact and its authority is not diminished under the Charter System status.**

## SECTION 504 PROCEDURAL SAFEGUARDS NOTICE

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

**Title I Family Engagement Coordinator**  
1411 College Street  
Monticello, GA 31064  
706-468-6350 ext. 122

## PROCEDURES FOR STUDENTS TO REPORT INNAPPROPRIATE EMPLOYEE BEHAVIOR

*"20-2-751.7(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.*

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct:

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or

administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney. Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

### **SCHOOL VISITATION**

Parents are welcome visitors at JCCS. Parents must contact an administrator of the school to request a classroom visit. **Parents and/or guardians are the only visitors allowed with the student unless otherwise previously approved by the administration.**

### **TEXTBOOKS/CHROMEBOOKS**

Textbooks are the property of the local school system. When textbooks are issued to a student they become the student's responsibility; he/she then has the responsibility to take care of these items at all times. If a text is lost and/or or damaged (beyond the usual wear), **restitution must be made to the school; otherwise report cards may be held.**

### **VOLUNTEERS**

All volunteers must undergo an approval process. Not every volunteer will require a criminal/sex registry background checks. Some volunteers will require more thorough criminal background checks than others. All volunteers complete a VOLUNTEER REQUEST FORM and submit it to the Principal.

### **TITLE I**

#### **A Parent's Guide to Title I**

All schools in the Jasper County Charter System provide instruction to students through a Title Schoolwide Program. The information that follows is intended to assist parents and the community in understanding what it means for our school to have a Title I Schoolwide Program.

#### **What is Title I?**

Title I is a part of the Federal Elementary and Secondary Education Act (ESEA). The Act provides financial assistance to state and local education agencies to meet the educational needs of children who may be at risk of failing the state's challenging academic standards.

#### **What are the benefits of a Schoolwide Program?**

The benefits that our school receives by having a Title I School-Wide Program include:

- Flexibility in having personnel provide instruction to students
- ALL students can have their academic needs met
- ALL staff can participate in professional development
- ALL of our resources are directed toward helping every student in our charter system meet and exceed the challenging state academic standards.

### **Parent and Family Engagement in Jasper County Charter System**

Our schools and faculty understand the importance of involving parents as partners in the education of their children. As a Title I district, we encourage parent support of student instruction through activities and school level volunteer opportunities. Additional focal points for parent involvement include development of parenting skills, communication styles, and community collaboration. JCCS invites and encourages parents to be actively involved at their child's school by the following:

- Increasing Parent Awareness by providing each parent with a copy of the district and school parent and family engagement policies
- Encouraging each parent to sign and fulfil the responsibilities listed in the School-Parent Compact
- Providing a voice for parents by participating in parent surveys and input meetings
- Building school and community support by hosting parent meetings and workshops
- Providing parents with Rights to Know information concerning Teacher Certification status

### National PTA's Standards for Family-School Partnerships -

The JCSS Parent Involvement Policy/Plan acknowledges the six National Standards for Family-School Partnerships in an effort to build/increase parent capacity:

**Standard I: Welcoming all Families**-Parents are welcome in the schools, and their support and assistance are sought.

**Standard II: Communicating Effectively**- Communication between home and school is regular, two-way, and meaningful.

**Standard III: Supporting Student Success**-Families and school staff collaborate on a continuous basis to support student learning.

**Standard IV: Speaking up for Every Child**-Families are empowered to be advocates for their own and other children.

**Standard V: Sharing Power**-Parents are full partners in the decisions that affect children and families.

### PARENT RESOURCE CENTER

The Parent Resource Center is available to parents during regular business office hours Monday-Friday from 8:00 am-4:00 pm. Additional times to visit may be scheduled. If resources are needed after hours, Parents/Families are encouraged to visit the Family Engagement Website and newsletters that provide 24 hr. access to resources online.



Webpage: <https://tinyurl.com/JCCSBuildingparentcapacity>

Parents are also encouraged to book a session with the District Family Engagement Coordinator using the link below.

BookMe: <https://jccsfamilyengagement.youcanbook.me>

Resources that you may check-out:

- Educational Resources
- Academic/Community Brochures/Pamphlets
- Content Materials
- Leveled Reading Books
- Manipulatives

..... And much more!

Use the link below to request check-out of items!

<https://forms.gle/8aFohNZEmKLJEKd4A>

For more information about the resources available, please contact Tiffany Price, Title I Family Engagement Coordinator, at 706-468-6350 ext. 122 or email [tprice@jasper.k12.ga.us](mailto:tprice@jasper.k12.ga.us).