

TURNER WOODS ELEMENTARY



STUDENT HANDBOOK 2016 - 2017

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TWES IS A TITLE 1 SCHOOL

ACCREDITED BY:

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

THIS HANDBOOK BELONGS TO:

STUDENT NAME _____

PARENT/GUARDIAN _____

ADDRESS _____

CITY/STATE _____ ZIP CODE _____

HOME PHONE _____ CELL _____

HOMEROOM/GRADE _____

Jones County School System Mission/Vision Statement:

SUCCESS for ALL through,

Academic Achievement

Responsible Behavior

Ethical Character

Notice of Disclaimer:

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



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Jones County Schools
Academic Calendar
2016-2017

(180 Student/190 Staff)

Adopted 1/12/16

Aug 1-4	M - Th	Pre-Planning Days
August 5	F	1 st Day of School
September 5	M	Labor Day Holiday
October 7-10	F – M	Fall Break Holidays
October 11	Tu	Professional Learning/Student Holiday
November 21-25	M – F	Thanksgiving Holidays
December 16	F	Last Day before Christmas

End of First Semester (87 student and 5 PL)

January 3	Tu	Planning Day/Student Holidays
January 4	W	Students Return to School
January 16	M	M.L. King Holiday
February 16-17	Th-F	Professional Learning/Student Holiday
February 20-21	M-Tu	Winter Break Holiday
April 3-7	M – F	Spring Break
May 26	F	Last Day of School
May -27	F	Post-Planning Day
May 29	M	Memorial Day Holiday
May 30-31	Tu - W	Post-Planning Days

End of Second Semester (93 Student and 5 PL)

End of School Year (180 Student and 10 PL)

***** Georgia Milestones Assessment Dates April 11-April 21 *****

TURNER WOODS ELEMENTARY SCHOOL

Schedule:

School Opens for Early Drop-Offs.....	7:15 a.m.
Tardy Bell Rings.....	8:05 a.m.
Dismissal.....	3:00-3:30 p.m.
“Cub Care” Day Care Program.....	3:00-6:00 p.m.
Building Closes for Operation.....	4:00 p.m.

TWES Contacts:

Counselor: Twana Jackson	Instructional Coach/SST: Donna Giles
Attendance/Data Clerk: Amy Clegg	Bookkeeper: Debra Frazier
Program for Exceptional Children: Jasmayne Scales	Gifted Program: Rachael Williams
Media Center: Charlotte Nisbet	Cub Care: Amy Aspinwall
Cafeteria: Linda Kitchens	

Mission

Turner Woods Elementary School is committed to educating the whole child while providing a safe and nurturing environment. Collectively, we foster the development of creative thinking, problem solving and respect for individual differences. We seek to empower our children with tools they need to become confident life-long learners and responsible citizens in an ever changing society.

Vision

Our school's vision is to focus on the three A's – Attitude, Attendance and Achievement

Core Beliefs

- We believe our role as educators, is to be partners, nurturers, facilitators, guides, inquirers, and co-learners. We must provide children with meaningful opportunities to manipulate, explore, and discover their world in an ever changing environment.
- We believe it is important to provide children with a rich interactive learning environment. We recognize the importance of utilizing our community resources to support our children's interests.
- We believe in the power of parents as partners. Parents are considered co-learners, educators, decision makers, advocates and a resource for all children.
- We believe in the "whole child" and in providing opportunities for the children to express themselves through language, music, movement, and dance.
- We believe the child is the center of the learning process with his or her own unique talents, abilities, and needs.

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

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

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

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

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

principal and each media center. To ensure compliance with this policy, the following have been identified as persons to coordinate these programs:

Title I Coordinator: Dr. Gail Wincey

Title II Coordinator: Geneva Braziel

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

Title IX Coordinator: Kevin Sterling

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

Admission Policy for Jones County Schools

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

Required documents:

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

The following items are acceptable proofs of residency:

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

AND two additional proofs of residency to include:

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

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

Custody Issues of Minor Children and School Attendance in Georgia

Compulsory school attendance law requires that minor children attend school in the school attendance area where their parents or legal guardian resides. Generally, this policy is self-explanatory and simple to apply provided the child resides with both parents in the same household or in the home of a third person with an order of guardianship. This policy may be difficult to apply when the parents are separated or

divorced, or the child is residing with a third person (grandparent, brother, sister, uncle, or aunt) and the third person does not have an order of guardianship. Generally, a child's residence is the residence of the parent possessing legal custody by order of a court or a third person possessing guardianship over the child by a court order. Absent a court order from the Superior or Juvenile Courts or Letters of Guardianship from the Probate Court, a non-custodial parent or third person may not enroll the child. In the case of parents who are divorced or the parents have "relinquished custody" either voluntarily or through court order, the following statute (Code Section. 19-2-4) applies:

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

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

Custody Concerns

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

Jones County Attendance Protocol

Compulsory Attendance

Jones County School authorities, in cooperation with other county agencies and courts, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. 20-2-690.1, Mandatory Attendance, which requires every parent, guardian, or other person residing in the state having control of any such age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Jones County prior to their SIXTH birthday shall become subject to all provisions of the law. All students missing more than 5 unexcused days in Georgia are declared as truant by the law.

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

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

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

Level 3: Ten (10) unexcused absences – The principal's designee will schedule an Attendance Review Meeting with the parents/guardians, Executive Director of Student Services, and representatives from the Department of Children and Family Services, Local Interagency Planning Team, and Operation Early Intervention.

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

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

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

Excused and Unexcused Absences

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

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

Students should present a written excuse within two (2) days after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused.

Upon returning to school, students should complete makeup work within five (5) school days. Parents may pick up homework assignments in the school office. The teacher(s), however, should be given adequate time to prepare homework assignments and materials.

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

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

Excessive Excused Absences

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

Tardy/Early Dismissal

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

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

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

Medical Appointments

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

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

Dress Code

- The Jones County Board of Education adheres to the philosophy that the quest for individuality should not infringe on the rights of others. This Board acknowledges that styles of dress and customs continually change. All current styles are not acceptable for school wear; therefore, dress regulations are to be the subject of periodic review and/or modifications. The adoption of a dress code should be founded on the premise of wholesome attitudes relative to the appropriate grooming and manner of dress. Rather than itemize all “dos and don’ts”, the Board sets the following parameters.
- Students in grades K-2 shall abide by the general guidelines for older students; however, clothing considered appropriate for them shall include apparel designed for younger students such as short sets and pants without belts. **(SHORT SHORTS, TANK TOPS, FLIP FLOPS, SOCCER SANDALS ARE NOT PERMITTED)**
- Apparel or accessories bearing patches, emblems, drawings, or writings are significant dress factors. Those listed as inappropriate are ones that exploit or identify with drugs, alcohol, tobacco, gangs, sex, controversial issues, or have suggestive wording and/or designs. Bandannas are prohibited. Apparel or accessories which may incite others to violence or disruptive behavior must not be worn.
- Whenever see-through outer garments are worn (i.e. very sheer or net shirts) another shirt must be worn. When arms are raised, skin around midriff and lower back area must not be exposed. Clothing such as backless blouses, midriffs, halter tops, low-cut dresses or shirt or strapless dresses are not to be worn. Spaghetti straps must not be worn. Undergarments must not show. Tank top type undershirts, tank tops, or shirts cut down the sides are inappropriate. Jumpers require a blouse or shirt. **Revealing cutouts or tears and un-hemmed cutoffs are not permitted for any age.**
- Shoes are to be worn. Shower type flip flops are inappropriate. Selected shoes should not damage floor surfaces.
- Hats or other head coverings are for outside wear only for all students, both male and female, unless required for documented health or religious reasons.
- **Form fitting garments such as bicycle pants, aerobic outfits, and body pants are not to be worn as outer wear. Tights must be worn with an outer garment that otherwise meets all dress code requirements, including length.**
- In addition to dresses, skirts, and trousers, students of grades K-5 may wear shorts of reasonable length.
- Pants must be worn at the natural waistline with a belt if pants have belt loops. Sagging or oversized pants are not permitted. Oversized pockets are not permitted for safety reasons. Shirt tails must be tucked into pants unless they are designed to be worn outside, such as squared hem or banded bottom or they are worn jacket-style. Extremely oversized garments are not permitted for safety reasons.
- If makeup is worn it should reflect good taste and should not disrupt instruction. Oversized earrings can prove hazardous on playground equipment and during physical activities and are strongly discouraged.

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

Request of Parents and Volunteers regarding Appropriate Dress

We strongly urge parents and volunteers to wear clothing on the school premises which help us preserve a climate that instills good character and a serious approach to education. Please refrain from wearing clothing which is tight fitting, is overtly suggestive or has writing or pictures that advertise alcohol, drugs, sex or contains inflammatory, vulgar, lewd or suggestive comments.

Senate Bill 413:

Section 5

Part 2 of Article 16 of Chapter 2 Title 20

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

Student/Employee Sexual Harassment Policy

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

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

Reporting Regulations

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

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

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

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

Gang Policy

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

BOARD POLICY

Descriptor Code: JCDAG

Bullying

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

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

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

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

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

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

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

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

Seclusion or Restraint of Students

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

Corporal Punishment

Corporal punishment shall not be used as a means of discipline in the Jones County Schools.

Contraband Materials

The following items should not be brought to school without prior approval from administration:

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

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

Jones County Board of Education Elementary Discipline Plan

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

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

Level 1 Consequences (not in any order)	
• Parent contact	• Behavior contract
• Conference with student	• *Suspension of bus transportation (1-3 days)
• Student counseling	• Loss of participation in special activities
• Loss of privileges	• Confiscation of nuisance items
• *Restitution, payment or repair of damages	• Unsatisfactory conduct grade
• *Special assignments	• Student support team referral
• *Isolation, time out (1-3 days)	• Dress code violations shall be required to change offensive clothing or turn shirt inside out.
• Detention	• *Work detention

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

Level 2 Misbehaviors	Level 2 Consequences (not in any order)
1. Repetition of Level 1 offenses	• Contact Parents
2. Disrespectful and/or abusive language, gestures or racial slurs	• All Level 1 consequences
3. Possession of knife with blade less than 2"	• Removal from class
4. Stealing	• Isolation, time out (5-10 days)
5. Possessing banned items at school or school functions	• Out of school suspension (1-5 days)
6. Forgery (including parent signatures on papers)	• Referral to Resource Officer
7. Cheating and/or other forms of dishonesty	• Referral to Disciplinary Review

	Committee
8. Gambling	<ul style="list-style-type: none"> • Suspension of bus transportation (1-5 days)
9. Physical contact (including spitting)	<ul style="list-style-type: none"> • Corporal Punishment
10. Defying authority	
11. Violation of safety rules	
12. Damaging school or personal property	

The misbehavior and consequences for Level 2 may be any or all of those listed in the above section, or others as allowed by Board Policy. The items in these lists are neither exclusive nor exhaustive of behaviors and/or consequences that may result in disciplinary action.

Level 2 offenses require the teacher to refer the student committing the misbehavior to the principal or designee for appropriate discipline.

Level 3 Misbehaviors (includes Georgia State Codes)

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

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

IMPORTANT INFORMATION ABOUT THE DISCIPLINE CODE

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

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

BEHAVIOR EXPECTATIONS

1. **WALK** to your destination. Running endangers you and others. Always walk on the right hand side of the hall.
2. Take care of your textbooks and other school materials. Marking on books, desks and walls shows lack of respect for property. You are responsible for repairs to any property you damage.
3. Be respectful toward adults and other students. Inappropriate language, inappropriate displays of affection, rowdiness, and disturbing others are not acceptable behaviors on campus or during school activities.
4. Ask for help. Fellow students and teachers can assist you when you are unsure of the correct procedure or the proper place to be.
5. **GET PERMISSION AND A PASS WHEN GOING TO THE COUNSELOR OFFICE, THE MEDIA CENTER, THE RESTROOM, OR ANYWHERE ON CAMPUS.**
6. Students should not use cell phones, digital music devices computerized games, CD players, or video cameras during instructional hours. If a violation occurs, the device will be taken up and placed in the school vault and may be picked up after school by a parent or guardian.
7. **THERE SHOULD BE NO EATING OR DRINKING IN THE HALLWAYS OR IN CLASSROOMS.**

DISCIPLINARY ACTIONS

The Jones County Board of Education recognizes the need to improve the student learning environment by improving student behavior and discipline. Board of Education Policy 1002-P-1 describes how students are expected to conduct themselves at all times. A copy of the policy is available in the school Media center, Principal's office, and at the Jones County Board of Education office. A copy of the student Code of Conduct/Discipline Plan will be given to each student. **OUT-OF-SCHOOL SUSPENSION** is the suspension from school as a last alternative to modify student behavior. A suspended student cannot come on campus, attend any school function or practice for any extracurricular activities until the day his suspension is lifted. **EXPULSION** when the Jones County Board of Education has the sole right to expel students after a hearing is conducted. Expulsion shall be for the remainder of the current semester unless otherwise stated by the Board.

JCSS SCHOOL BUS RULES

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

- 1) Students will follow directions of the driver.
- 2) Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
- 3) Students will wait in an orderly line and avoid playing.
- 4) Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- 5) Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
- 6) Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
- 7) Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- 8) Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.

- 9) Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
- 10) Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
- 11) Students will not extend head, arms, or objects out of the bus windows.
- 12) Students will be totally silent at railroad crossings.
- 13) Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
- 14) Students must provide a written note, signed by a parent/guardian to the school and a school official will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
- 15) Students will keep their bus clean and in good, safe condition.
- 16) Students shall be prohibited from using any electronic devices during the loading and unloading of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules but not while loading and unloading.
- 17) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

EMERGENCY EVACUATION PROCEDURES

(For additional information, contact your Transportation)

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

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

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

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

Additional ***Emergency Exits*** include:

- Roof hatch
- Side push out windows
- Windshields and other windows encased in black rubber gaskets

STUDENT BUS STOP ASSIGNMENT

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

ALTERNATE BUS STOP REGISTRATION

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

JCSS BUS DRIVER STUDENT BEHAVIOR MANAGEMENT PLAN

MINOR (Level I) OFFENSES

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

1. PREVENTION

a. Mandatory seat assignment

- i. Permanent assignments should be made during the first week of transportation.

b. Reading of school bus rules

c. Verbal reminder

- i. Remind the student of the bus rule(s) not being followed.

2. INTERVENTION

a. Speak individually with student

- i. Remind student of expectations based on bus rules.

b. REASSIGN BUS SEAT

- i. Separate students involved in inappropriate behavior.

c. COMMUNICATION WITH PARENT/GUARDIAN

- i. Bus manager attempts to notify parent by phone or with a written notice of the student's inappropriate behavior and requests assistance in retaining safe transportation for everyone.

3. CONSEQUENCE

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

MAJOR (Level II & III) OFFENSES

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

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

Students may be suspended from the bus indefinitely.

***Concerns regarding bus transportation, please contact Transportation Department at 478-986-6373.**

Weapons Act

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

- a) guns of any sort (full range of handguns, shotguns, rifles, pellet guns, flare guns, starter pistols, frames or receivers for guns, gun mufflers or silencers)
- b) any destructive devices, including explosives, incendiary or poison gas bombs, grenades, rockets, missiles, mines, and similar devices.
- c) knives of all kinds, especially those having any blade three inches or longer, razors, ice picks, box cutters, blackjacks, brass knuckles, nun chucks and other martial arts weapons including throwing stars, and any type of fireworks.

- d) toy guns such as water pistols, cap guns, or metal replicas of pistols. Toy weapons will be collected and held in the office until such time a parent/guardian can make arrangements to pick them up.

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

NOTICE: Georgia Law now provides that possession of a weapon on school property or at school functions can be a felony crime punishable by a fine of up to \$5,000.00 imprisonment for not more than five years or not less than one year, or both.

Board Policy

Descriptor Code: JCDAE

Weapons

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

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

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

Reporting Requirements

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

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

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

General Information

Cafeteria Services

School Meals 2016 – 2017:

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

School menus run weekly in the Jones County News.

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

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

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

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

Lunch prices are as follows:

\$1.60 per Day Full Paid	Pre-K, Dames Ferry, Gray, Wells and Turner Woods Elementary Schools
\$.40 per Day Reduced	All Schools
\$1.85 per Day Full Paid	Clifton Ridge, Gray Station, Maggie Califf, and Jones County High Schools
\$3.35 per Day Adults	

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

The implementation of the New Meal Pattern requires schools to increase the availability of fruits, vegetables, whole grains, fat free and low fat milk. Limitations have been placed on sodium, fat, added sugar and calories. Your child can learn good habits for life by making healthy food choices and getting proper exercise. Encourage your child or children to try new foods and eat healthy foods offered. Reinforce healthy eating by offering similar new foods at home.

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

We are pleased to offer an exciting new option to help make your life easier. My School Bucks is an on-line system that will allow you to make deposits into your child's school meal account. Information sent home at beginning of school year. (www.myschoolbucks.com)

The office staff members or your child's classroom teacher do not handle the finances dealing with meals at school.

Change in Routine Mode of Transportation

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

- 1) Send written notification to the school
- 2) **Phone the school before 2:00.** The caller must provide office staff with the required form of identification specified by the school's administration. Without knowledge of this means of identification or other personal information, the message will not be delivered to the student.
- 3) **Dismissal time is 3:00 p.m.;** you cannot sign out your child after **2:30 p.m.**, unless there is an extreme emergency or you have an appointment card.

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

Student Pick-Ups: If you are in the pick-up lane you will need the card issued to your child at the beginning of the year. **A limit of 3 cards** per family will be issued. If you need more due to lost cards you incur a fee. If you do not have the card (even if you are recognized by the supervising adult) it is required that you park and enter in the main lobby to check out your child from the office. Anytime a student is checked out early the procedure must be completed in the main office.

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

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

Note: The Jones County School System does not support any type of initiation ritual(s) and/or hazing in order that one may become a member of a club or group.

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

Cub Care (After –School Day Care Program)

TWES offers Afterschool child care on our campus each day from **3:00 to 6:00 p.m.** Contracts and information may be obtained from the school office. **Please read contract carefully for changes and updates.** Proceeds from Cub Care go toward the purchase of supplies and equipment that our students need. Please contact Mrs. Aspinwall at (478) 234-1839 or aaspinwall@jones.k12.ga.us with any questions.

Custody Concerns

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

Emergency Drills

The following drills are conducted throughout the school year;

1) Fire Drills 2) Tornado Drills 3) Lockdown Drills 4) Bomb Threat Drills 5) Campus Evacuation Drills 6) Bus Evacuation Drills 7) Earthquake Drills **Note:** Lockdown Drills, Bomb Threat Drills, and Campus Evacuation Drills are never conducted without prior notice to teachers and students. Fire Drills, Tornado Drills, and Bus Evacuation Drills are held without prior notice.

Exploratory Classes

Students participate in a variety of exploratory classes; cooperation with these instructors is expected. Failure to comply with exploratory expectations may result in exclusion from these classes for a period of time.

Faculty Credentials and Certification

Right-to-Know Teacher and Paraprofessional Qualifications

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

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

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

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

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

DFES-Mrs. Leigh Ann Knowles (478-986-2023)

GES-Mrs. Leslie Poythress (478-986-6295)

TWES-Mr. Lance Rackley (478-986-2222)

WES-Mrs. Teresa McCuen (478-742-5959)

CRMS-Mr. Chip Lundy (478-743-5182)

GSMS-Mr. Wes Cavender (478-986-2090)

MCLC and JCHS-Mrs. Mary Frances Stewart (478-986-5444)

Every handbook has a signature page and both the parent/legal guardian and student signs and dates to acknowledge that they have read and understand the policies, procedures, and protocols listed in the school's handbook and that they will be held accountable to the policies, procedures, and protocols as set forth in the school's handbook.

Also, if a student has been assigned to or has been taught for twenty or more consecutive school days by a teacher of a core academic subject who is not highly qualified, parents are provided a timely notice. The Title IIA Director also suggests this letter for any person who fills a teacher's position for an extended period. This is to support effective parent communication. Fortunately, retired teachers are most often used to fill long-term substitute situations. The Title IIA director carefully tracks when a teacher is going to be out for four or more weeks and works closely with the principals and Title I director to ensure that the best long-term substitute is secured.

Finance/Fees/Debt

Students will be receipted when purchasing major items such as a yearbook, lost book, club field trips, and etc. checks that are returned must be paid within one week in the front office before 4:00 p.m. After a check has been returned an individual must pay in cash or money order for all future items. **There will be a \$15.00 charge on all returned checks. TWES will not take checks after May 1, 2014 until the opening of the following school year. The school will not provide refunds on any item, (ex. t-shirts, trips, etc.)**

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

Grading & Reporting System

Report cards are issued each nine weeks. Signed papers are sent home weekly and should be reviewed by the parents. Student work is filed in student portfolios. Parents may view portfolios at scheduled conferences. A deficiency report will be sent home midway through the grading periods for a student not meeting the standards that are currently being addressed.

Guidance

Students are encouraged to visit with the school counselor, Mrs. Twana Jackson, for personal guidance and support. She is available to discuss any home, school, or social concerns. Please contact her at (478) 986-2222 or tjackson@jones.k12.ga.us.

Homework

Homework, assigned by teachers, should be completed and ready for checking when teachers ask. Assignments are given on a regular basis but the type may vary. Reading independently, or with assistance from someone should be done on a nightly basis. Parents should monitor homework and check with teacher if your child is consistently stating they have no homework.

Hospital Homebound (H/H) Instructional Services

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

Lost and Found

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

Media Center

All students will have access to the materials found within the Media Center. Each student will use their ID card to check out materials from the Media Center. Parent(s)/Guardian(s) will be responsible for any books or materials that their child might lose or damage.

Medication Guidelines

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

Parent Notice of PPRA Rights

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

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

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

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

Positive Behavior Intervention Supports (PBIS)

PBIS is a set of strategies and systems that enables our school to:

1. Create a culture of positive behaviors.
2. Reduce behavior disruptions.
3. Create appropriate environments to educate all students

This approach fosters successful social behavior and encourages school staff, students, families, and community members to work together to create a safe, social culture with consistent expectations.

How does PBIS do this?

PBIS invests in prevention. Some of the strategies include:

- Proactive intervention—identifying the behaviors expected in all settings.
- Active teaching—teachers, students, families, and community members working together to teach and model appropriate behavior.
- Ongoing recognition of appropriate behavior, such as tangible rewards or verbal praise.
- Clear, consistent consequences for inappropriate student behavior.
- Additional support for students with more significant needs.
- Collecting and using data to make decisions

TWES CODE OF CONDUCT (P. 26)

Physical Education (PE)

All students must participate in P.E. and Recess activities unless a medical excuse is provided. Suitable and child-appropriate dress and shoes should be worn everyday (no high heels or clogs, no cleats; no shoes with wheels; shoes must have backs or straps; tennis shoes are required to participate in P.E. activities). Students are expected to participate in class with a willing attitude and show good sportsmanship during participation.

Program for Exceptional Children

Students in need of specialized instruction who qualify for assistance may be served through the Program for Exceptional Children (PEC). Children in this program are provided with an Individualized Educational Plan (IEP) designed to meet their special needs. Questions may be directed to the PEC Department at 478-986-8560.

Program for Gifted Students

The Jones County School System provides services for all qualified gifted and talented students in grades K-12. The goal of the gifted program is to implement a differentiated curriculum based on the learning needs of the gifted and talented students. A student may be referred for consideration for gifted evaluation by any of the following sources:

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

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

PTO

Parent-Teacher Organization (PTO) meetings are held every nine weeks. These meetings are held in the gym or cafeteria and often consist of a student program. We encourage you to attend PTO meetings so that you may remain informed and stay active in the school community.

School Closings

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

School Council

In accordance with the Governor's Educational Reform Act (HB 1187), each school has established a School Council. The purpose of the School Council is "to improve communication and participation of parents and the community in the management and operation of the schools." Council members are elected to serve a two-year term. Parent representatives must have a child enrolled in TWES for the upcoming school year. School Council meetings are open to the public. Meeting dates will be posted in the monthly school letter. Minutes from each meeting will be available to the public upon request.

School Store

The school store sells paper, pencils, etc. throughout the school day in the Media Center. Please teach your child that he/she is not to spend lunch money at the store.

Snacks

Snacks are sold on specified days that are announced in Tiger Tracks and over the intercom. Ice cream is \$1, and sold in the mornings for students to pick up after lunch. Additionally, some school or class fundraiser items (beef jerky, water, etc.), are sold at the end of the day between 2:30 and 2:45pm.

Student Support Team / Section 504

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

Tardy

When a student arrives at 8:05 **the parent must park and enter the building to sign your child in for the day.** Students who are tardy to and/or check out of school early must bring a signed note from a parent on the day he or she returns to school giving the reason for the tardy and/or early checkout.

Telephone Use

Use of telephone by students is limited to emergency calls and school business only. Calls for permission to ride buses with friends, to have parents bring homework or signed paper, to stay afterschool for a club function, or other various nonemergency situations **will not be permitted.**

Title I Program

Title I is the United States' largest federal aid program in our schools. Title I provides additional resources and instruction to improve the educational performance of low-achieving children in high poverty schools. Its goal is to help those children meet challenging state academic content and performance standards. A school that has a poverty level of greater than 40% is eligible for school-wide Title I funds which have a positive impact on the education of all students in the school. All Jones County Schools are schoolwide Title I schools. A comprehensive needs assessment is used each year to establish a plan that will lead to improving the overall instructional programs of the schools.

Communication in an Understandable Format

When parents mark on the online enrollment form that they need correspondence in another language, to the extent practical, efforts are made to provide either written support or support through an interpreter. Furthermore, all parent communication is written in a format so that the content is easily understandable

Parental Input on District and School Parent Involvement Plans

District and school parent involvement plans are reviewed and revised annually with parents and other stakeholders (teachers, principals, administrators, and other school personnel). Schools will hold individual meetings for review of the district and school Parent Involvement Plans. All Title I parents,

teachers, administrators, and other school personnel in the district are invited to the meetings to provide input. Advertisements will be placed in the local newspaper containing the meeting location, dates and times. Parents and other stakeholders will be notified by flyers sent home by each individual school. Parents who cannot attend the meetings will be given the opportunity to obtain a copy from the main office of each school and submit input before final revisions are approved.

Meetings will be held in the Spring to revise plans for the next school year. The LEA Parent Involvement Policy checklist will be applied to district and school plans. Revision dates will be clearly marked on each plan. Plans include activities/workshops that have been identified and requested through the previous year's annual parent involvement survey. School improvement and parent involvement plans are posted on the website, available in the front office of the school, and by individual request.

Each school in the Jones County School System holds an annual open house and Title I meeting. These meetings give parents the opportunity to review and provide feedback on school student data, parent involvement activities, district and school Parent Involvement Plans, Schoolwide Title I Plans, School/Parent Compact. Parents are notified about this opportunity through advertisements in local newspaper, school flyers, email, newsletters, school web site and/or by using the system automated One Call phone system. Schools uses the comments provided by parents during the annual review/revision of documents, parent workshops and other advisory meetings. After the school's Family Engagement Specialist completes the review/revision process, district and school Parent Involvement Plans are made available to parents on the schools' website. Copies are also available in Parent Resource Centers. Parents are also given the opportunity to provide feedback about Title I programs by completing annual parent surveys. These comments are used by the district and Title I schools when planning parenting programs.

Title IX

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

Visitors

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

Classroom visits

Lengthy visits to any classroom must be prearranged with your child's teacher and notification given to the office. Conferences may be scheduled with the individual teachers or through the school office. We request that you do not schedule conferences or phone teachers during the instructional time periods.

Lunchroom visits

Should you wish to eat lunch with your child, please notify the teacher in writing or the lunchroom before 8:30a.m. The lunchroom staff prepares food based on a daily count turned in each day by the allotted cutoff time. We encourage you to eat the school lunch and not promote fast food in the school cafeteria.

Estimated lunch times

Kindergarten 10:45-11:20
3rd Grade 11:45-12:22

1st Grade 10:55-11:33
4th Grade 12:20-1:00

2nd Grade 11:30-12:06
5th Grade 11:55-12:35

Volunteers

TWES students could certainly benefit from your spare time! We are in need of willing adults to work with individual students, assist teachers with class projects, and read to small groups or classes. If interested, please contact Mrs. Twana Jackson at (478) 986-2222 or e-mail tjackson@jones.k12.ga.us.

Withdrawals

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

TWES Code of Conduct

TWES TIGERS

EXCEL WITH ATTITUDE, ACHIEVEMENT, & ATTENDANCE



CODE OF CONDUCT	CLASSROOMS	HALLWAYS	CAFETERIA
<i>I am RESPECTFUL</i>	<input type="checkbox"/> Follow adult directions <input type="checkbox"/> Enter and leave quietly	<input type="checkbox"/> Walk in a straight line <input type="checkbox"/> Walk quietly <input type="checkbox"/> Walk on the right side	<input type="checkbox"/> Wait quietly in line to be served <input type="checkbox"/> Use inside voice <input type="checkbox"/> Clean up eating area
<i>I am RESPONSIBLE</i>	<input type="checkbox"/> Complete task promptly <input type="checkbox"/> Come prepared <input type="checkbox"/> Have ID card	<input type="checkbox"/> Have hall pass <input type="checkbox"/> Have ID card	<input type="checkbox"/> Report spills <input type="checkbox"/> Stay seated <input type="checkbox"/> Have ID card
<i>I am SAFE</i>	<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Stay in assigned areas <input type="checkbox"/> Use furniture and supplies appropriately	<input type="checkbox"/> Keep hands and feet to self	<input type="checkbox"/> Eat own food <input type="checkbox"/> Stay seated, get up only with permission <input type="checkbox"/> Keep hands and feet to self

CODE OF CONDUCT	RESTROOMS	MEDIA CENTER / COMPUTER LAB	GYM/PLAYGROUND
<i>I am RESPECTFUL</i>	<input type="checkbox"/> Use a quiet voice <input type="checkbox"/> Respect privacy <input type="checkbox"/> Keep restroom clean	<input type="checkbox"/> Use quiet voice <input type="checkbox"/> Treat books and equipment carefully	<input type="checkbox"/> Share equipment <input type="checkbox"/> Take turns and play cooperatively <input type="checkbox"/> Include others
<i>I am RESPONSIBLE</i>	<input type="checkbox"/> Report problems to the teacher	<input type="checkbox"/> Have ID card <input type="checkbox"/> No food or drink <input type="checkbox"/> Leave tables, chairs, and books where you find them	<input type="checkbox"/> Make good choices
<i>I am SAFE</i>		<input type="checkbox"/> Walk quietly <input type="checkbox"/> Use equipment appropriately	<input type="checkbox"/> Use equipment properly <input type="checkbox"/> Keep hands and feet to self

**Turner Woods Elementary
Handbook Signature Page
2016-2017**

TWES Parents/Guardians:

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

Parent's/Guardian's Signature: _____

Date: _____

TWES Student:

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

Student's Signature: _____

Date: _____

_____ My child **does not** have permission to participate in a club or organization at Turner Woods Elementary.

Teacher's Signature: _____

Date Received _____