

# SCHOOL HEALTH INFORMATION CARD 2022-2023

**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	IF YES, Does your child require an EpiPen 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	List your child's allergies:	_____	
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 #2:	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/non-prescription 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 2022-2023

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: \_\_\_\_\_

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 \_\_\_\_\_)

**2022-2023 Parent and Student Acknowledgement of Understanding and Receipt**

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



**I have read and understand the 2022-2023 Attendance Protocol section 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 2022-2023 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.**

**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. 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:** \_\_\_\_\_

**Opt Out Process:** Parents have the right to opt their child out of participating in certain activities taking place in Jasper County Charter System schools. If your child is enrolled in the Jasper County Charter System after any deadline listed below, you must notify the principal, in writing, of your desire to opt out any of these activities within 10 school days of your child officially enrolling in school.

**Social Media:**

Parents who wish to opt their child out of having their likeness or information posted on social media must provide a letter to their school principal, stating their desire, no later than *September 1, 2022*.

**Student Wellness and Climate Activities/ Surveys:**

Parents who wish to opt their child out of participating in student wellness or climate surveys must provide a letter to their child's school principal, stating their desire, no later than *September 1, 2022*.

**Release of Information to Military Recruiters and Institutions of Higher Learning:**

Parents who wish to opt out of the school's disbursement of information to military recruiters and institutions of higher learning, as pursuant to Section 9528 of the No Child Left Behind Act of 2001, must provide a letter to your child's school principal no later than *September 1, 2022*. Students, aged 18 or older, can provide a letter opting themselves out of the sharing of this information prior to *September 1, 2022*.

**State-Mandated Testing:**

Parents who wish to opt their child out of participating in state-mandated testing must provide a letter to their child's school principal no later than *April 1, 2023*.



**NUTRITION: JASPER COUNTY CHARTER SYSTEM 2022 – 2023 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 2022-2023**

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 2022-2023**

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



JASPER COUNTY MIDDLE SCHOOL  
SCHOOL-PARENT COMPACT  
SIGNATURE SHEET  
School Year 2022-2023  
Revision Date 05/09/2022



Dear Parent/Guardian,

Jasper County Middle School students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards. Please review the attached School-Parent Compact.

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child's teacher and keep the School-Parent Compact as a reminder of your commitment. The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

In addition to the School-Parent compact, the QR code above is a link for you to access our district and school Parent and Family Engagement plans and our Schoolwide Title I Plan. Hard copies of these documents are available in the front office and online using the QR code.

Student Grade Level (circle one): 6th    7th    8th

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Printed Student Name	Student Signature	Date
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Printed Parent Name	Parent Signature	Date
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Printed Teacher Name	Teacher Signature	Date
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**JASPER COUNTY MIDDLE SCHOOL**  
**Handbook Notice of Clubs and Parental Opt-Out Form**

**SCHOOL SPONSORED CLUBS**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

**LIST OF CLUBS:**

**4-H Club: – County Extension Office**

The mission of Georgia 4-H is to assist youth in acquiring knowledge, developing life skills and forming attitudes that will enable them to become self-directing, productive and contributing members of society. Activities may include county projects, fall festivals, and camps.

**Band:**

This organization is for 6th – 8th grade band students, by audition and/or invitation. These students rehearse and perform in concerts, community events, and other school events.

**FBLA (Future Business Leaders of America):**

This organization is for 6th – 8th grade students for the purpose of learning how to become business leaders.

**Yearbook:**

This organization is for the 6th – 8th grade students for the purpose of creating the school yearbook.

**Drama:**

This organization is for 6<sup>th</sup> – 8<sup>th</sup> grade students who are interested in a theater education class. This is a standards-based class, structured according to the state of Georgia theater standards, grades 6-8. Together, we plan on exploring the technical portions of theater this year, including, but not limited to, set construction, stage makeup and costume design.

**Jr. Beta Club:**

This club is to promote the ideas of character, service and leadership among students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.

**Parental Opt-Out of Club Participation Form**

Student Name \_\_\_\_\_

I hereby acknowledge receipt of information regarding student clubs that are scheduled to be operational at the school during the current school year. I understand that if a club for which information has not been provided is started after this information is distributed, I will be provided the club information at that time and my written permission will be required prior to my student's participation.

I wish to withhold permission for my child to participate in the student club(s) listed below:

\_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

*(Please print)*

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



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**JASPER COUNTY MIDDLE SCHOOL  
STUDENT HANDBOOK**

**2022-2023**

**PRINCIPAL**

**Dionka D. Jackson**

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

706-468-2228 Ext. 208

**ASSISTANT PRINCIPAL**

**Terrance Phillips**

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

706-468-2227 Ext. 223

**JASPER COUNTY MIDDLE SCHOOL**

1289 College Street

Monticello, GA 31064

706-468-2227 (Office)

706-468-1847 (Fax)

**#jcmsmiddlecanes**

### **Principal's Welcome Message**

Dear JCMS Families,

On behalf of the staff at Jasper County Middle School, I am happy to welcome you to the 2022-2023 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our students need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

JCMS students have much to celebrate as we begin this new school year. Our scores from the spring state exams demonstrated that our middle school Canes experienced achievement gains which surpassed the regional and state averages in several academic areas! Our teachers will continue to focus on our target goals of increasing student achievement in the areas of literacy, math and attendance; the driving force of this will be grounded in creating a challenging and nurturing environment for all of our students. It is our vision that all students be able to experience levels of success through a variety of activities, experiments, clubs, competitions, and classroom instruction designed to keep them focused and excited about learning.

The School Governance Team (SGT), which plays an integral part in our school's goal setting and improvement strategy development, holds regular meetings which are open to the public and all stakeholders are welcome to attend. Parents are also encouraged to become active participants in our Parent Engagement activities which are held during the school year.

We begin this school year with a pledge to you, our students and parents, that this will be a year of engaging, meaningful and rigorous work in our classrooms, combined with a wide-range of extracurricular clubs and activities, performing arts, and athletic teams certain to ensure that our Canes are high achievers!!

Sincerely,

Dionka D. Jackson, Principal

## Daily Middle School Schedule

### SCHOOL HOURS

School begins at 8:00 am and ends at 3:25 pm. Supervision will be provided from 7:30 am until 3:45 pm. Please make the necessary arrangements to adhere to this schedule; if you know you are running late for pick-up, please notify the school immediately. We must ensure the safety and security of our students. Students with pickups after 3:45 pm will require that parents sign the last pick up log. After 3 late pickups, a parent conference will be required.

Morning Announcements - 8:05 am. NOTE: Students are considered tardy after 8:06 am.

JCMS students follow a 6 to 7th period schedule daily. This schedule consists of 4 academic subjects and 2 connection classes ranging from 50-70 minutes.

*The following sections outline opportunities and expectations of students attending Jasper County Middle School.*

### ACADEMIC CLASSES

The middle school basic curriculum consists of reading, language arts, mathematics, science, and social studies. Jasper County Middle School (JCMS) focus will be to continually improve students' reading and math literacy skills. JCMS will comply with the implementation of the Georgia Standards of Excellence (GSE). These standards can be accessed on the Georgia Department of Education website, <https://www.georgiastandards.org/Georgia-Standards/Pages/default.aspx>. Each teacher will post a syllabus on his or her school website that will outline concepts and skills to be studied for the school year.

### ALTERNATIVE SETTING

Students may be assigned to the Alternative Setting for the following reasons:

- Tribunal recommendation
- Multiple Discipline referrals reviewed by an independent administrative team and a recommendation is made for placement in the setting for a period up to nine weeks.

The parent has the right to appeal the decision of the tribunal as defined. Appeals of any placement determined by the independent administrative team may be submitted to the superintendent according to school law 160-1-3-.04.

All placements shall adhere to guidelines set forth by the program of Exceptional Children.

### ATTENDANCE

See District handbook

### AWARDS

Students are encouraged to strive for academic excellence. A student may earn Awards Recognition at the end of 1st semester and in May in academic content/subject areas. Achievement in Connections Classes is awarded by the individual teacher.

For specific recognition, the following honors are bestowed at the end 2nd semester and Year Long:

- Principal's List: All A's
- Honor Roll: All A's and B's
- Perfect Attendance
- Certificate of Recognition – Teacher discretion with administration approval

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

### BAND

Any student wishing to enter or withdraw from band may do so only at the following times: at the beginning of the school year or at the end of the semester. All drop/add proposals must be submitted to the band teacher prior to the end of the semester and be approved by the principal or a designee.

### BOOK BAGS/OVERSIZED PURSES

Book bags, oversized purses, satchels, string bags, etc. must be kept in lockers from 7:50 a.m. until the end of the day. Students are not permitted to go to their lockers unless it is a designated locker break or at teacher discretion.

## **BOOKKEEPER**

There is a \$25.00 charge on all returned checks to Jasper County Middle School. Once a check has been returned, parents will have to pay for all future transactions with cash and/or a money order.

## **BREAKFAST**

Breakfast is served from 7:30 am - 8:05 am. Students will eat in the cafeteria from 7:20 - 7:55 am. After 7:55 am, students can participate in the "Grab and Go" breakfast.

## **CAR RIDERS**

Students should not be dropped off in the morning prior to 7:25 am. Car riders should be dropped off at the check-in/out office located at the GYM area. Students should report to the cafeteria for breakfast with dismissal to classes at 7:45 am. **NOTE:** Extra members of the school staff will assist with car rider procedures. **CAR RIDERS SHOULD BE PICKED UP NO LATER THAN 3:45 PM.**

## **CHANGE of ADDRESS/TELEPHONE NUMBERS**

Parents should inform the school office immediately of any change in the student's address, phone number, who to call in case of an emergency, or other information which the school should know about your child. We must be able to get in touch with you in the event your child has an accident or becomes ill at school. If you work outside the home, we need business numbers where you can be reached. Please email Latoya Johnson at [tjohnson@jasper.k12.ga.us](mailto:tjohnson@jasper.k12.ga.us) with updated information.

## **CHANGE in TRANSPORTATION**

If a student is to ride home in any way other than the usual method, please send a **WRITTEN** note, dated and signed by the parent/guardian, on the day of the change so that the school will have a record of the change in the student's regular schedule. The student should submit the transportation note to their homeroom teacher. **The school will contact the parent to verify the transportation change.** The student will receive a transportation change pass by 3:00 pm. Phone calls of transportation changes will only be permitted with extreme emergencies and must have an administrator's permission for the transportation change.

**NOTE:** Failure to provide a written note for change in transportation will result in students being sent home on their regular mode transportation home.

## **CHECK-IN and CHECK-OUT PROCEDURE**

When a student checks in or out of school, he/she must first report to the check-in/out office. During the school day, a student will be released from school only to a parent, legal guardian or other authorized person. If someone other than a parent or guardian is to check the student out of school, parents should notify the office in writing, by fax or by phone call of the specific details. **Note: Written notices should contain the parent's or guardian's signature and a contact number at which the parents or guardians can be reached for verification purposes.** A phone call to the parent or guardian verifying the note must be completed before the student is dismissed. If parents phone in changes, information will be passed to the student only if the parent is able to provide specific confidential information regarding the student to school personnel. Students who check out of school and return the same day must check back into school through the office with a parent or guardian and/or his or her designee. **Such persons should be properly identified with a picture I.D.** The parent or authorized person picking up the student must come inside the school and sign the checkout record. Students are considered absent if they are checked out prior to 11:30 a.m. **NOTE:** There will be no student check-outs after 3:00 pm. **Parents may not park or pick up students at the Jasper County Board of Education Parking.** Parents will be asked to leave the parking and enter through the JCMS parking lot.

## **CELL PHONES and/or ELECTRONIC DEVICES**

Cellular devices are intended to enhance the learning environment, not to disrupt it. The use of cellular phones or other communication devices during the school day is prohibited, unless permission is given by a teacher for instructional purposes. **Students will be required to leave cell phones, Iphone watches, air pods, and all other electronic devices in lockers until the end of the day.** Students displaying or using their cellular devices for non-instructional purposes will be asked to put their device away. Failure or refusal to follow this policy is considered as defiance, which is covered in the Code of Conduct, and may result in a discipline referral.

## **CONNECTIONS CLASSES**

Students **rotate through all connection classes** during the year. Students will attend two connections classes every nine weeks or 2 per semester for a total of between 4 to eight connections classes per year. Connections classes operate on a 1/2 schedule. **NOTE:** Physical education classes are required. **In order to be excused, a current note from a doctor must be on file in the student's permanent record.** Additionally, in 8th grade students are scheduled to take 9<sup>th</sup> Health and 9<sup>th</sup> PE as long as their schedules permit. Students may be excused from studying certain parts of the health curriculum upon parent request.

Any change during the quarterly grading period of connections is disruptive to student learning and the classroom environment. Changes in connections will only be made if the reason for the request is determined to be valid by an administrator.

## COUNSELOR

The counselor provides a large number of services, including service as 504 coordinator, offering classroom guidance, and offering group and individual counseling on a limited basis. Counselors are ready to assist students in any way that will make their school experience more rewarding. Counselors are available to consult with parents regarding specific concerns they may have about their child. Teachers are also encouraged to use the services of counselors regarding the special needs of their students.

## COURSE SYLLABI

Teachers and/or teams will distribute their course syllabus at the beginning of the school year. Students are asked to take the syllabus home and review it with their parents. Since the syllabus will include an outline of the course content, grading procedures, expectations for behavior, and other pertinent information it is important that students and parents read all syllabi carefully. Course syllabus will be posted on the teacher's webpage.

## CURRICULUM

JCMS adheres to the Georgia Standards of Excellence which provide clear expectations for instruction, assessment, and student work. The standards define the level of work that demonstrates mastery of the standards. Parents may view the standards at:

<https://www.georgiastandards.org/Pages/Default.aspx>

## DISCIPLINE

### Middle and High School Disciplinary Offenses and Consequences

*When it is necessary to impose discipline, school administrators will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior and the student's discipline history. The Administrative staff reserves the right to assign consequences to behavior that interferes with the order and discipline in the school even though such behavior is not specified in this code.*

<u>Level One Offenses</u>	
<u>Level 1A Offenses</u>	<u>Level 1A Consequence Guidance</u>
<ul style="list-style-type: none"> <li>Cheating</li> <li>Tardiness</li> <li>Disorderly Conduct</li> <li>Forgery</li> <li>Gambling</li> <li>Inappropriate Display of Affection including but not limited to kissing and holding hands</li> <li>In an unauthorized area</li> <li>Insubordination</li> <li>Lying/Misrepresenting</li> <li>Misconduct outside of the classroom</li> <li>Possession of a nuisance item: including, but not limited to: speakers, laser pointers, playing card, noise makers, toys, etc.</li> <li>Safety violation</li> <li>Use of profanity or vulgar words, gestures, or materials</li> <li>Violation of cafeteria rules</li> <li>Violation of classroom rules</li> <li>Violation of dress code</li> </ul>	<p><b>1st Offense:</b></p> <ul style="list-style-type: none"> <li>Verbal warning, parent conference, administrative conference, referral to counselor, teacher discretion for grade with cheating, administrative time out or detention, In School Suspension (ISS) (contact parents/guardians)</li> </ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"> <li>May include consequences from 1st Offenses, Parent Conference and ISS (contact parents/guardians)</li> </ul> <p><b>3rd Offense and Subsequent occurrences:</b></p> <ul style="list-style-type: none"> <li>Parent Conference, ISS, Out of School Suspension (OSS) (contact parents/guardians)</li> </ul>
<u>Level 1B Offenses</u>	<u>Level 1B Consequence Guidance</u>
<ul style="list-style-type: none"> <li>Bus Misbehavior</li> <li>Vehicular moving violation on campus/parking lot</li> </ul>	<p><b>1st Offense:</b></p> <ul style="list-style-type: none"> <li>Warning based on severity</li> </ul> <p><b>2nd Offense:</b></p>

	<ul style="list-style-type: none"><li>• Suspension of parking privileges for 1-5 days</li></ul> <p><b>3rd Offense:</b></p> <ul style="list-style-type: none"><li>• Extended loss of parking privileges</li></ul> <p><i>Continued misbehavior may result in a disciplinary hearing and Revocation of all parking privileges.</i></p>
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## Level Two Offenses

<u>Level 2A Offenses</u>	<u>Level 2A Consequence Guidance</u>
<ul style="list-style-type: none"> <li>• Repeated incidents of level 1 violations</li> <li>• Classroom disruption</li> <li>• Destruction of school property</li> <li>• Display of a gang sign or symbol or any gang activity</li> <li>• Disrespect towards others</li> <li>• Computer/Internet violation</li> <li>• Leaving campus without permission</li> <li>• Loitering</li> <li>• Harassment</li> <li>• Student confrontation</li> <li>• Threat or intimidation</li> <li>• Vandalism</li> <li>• Willful disobedience</li> <li>• Possession of or distribution/transmission of pornographic material</li> <li>• Sexual offense</li> <li>• Skipping class</li> <li>• Unauthorized filming/photographing of unsanctioned school events</li> <li>• Unauthorized use of personal electronic communication and/or gaming devices</li> </ul>	<p><b>1st Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-3 days ISS, contact law enforcement as appropriate (contact parents/guardians)</li> </ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-6 days ISS, contact law enforcement as appropriate (contact parents/guardians)</li> </ul> <p><b>3rd Offense:</b></p> <ul style="list-style-type: none"> <li>• Extended ISS or Out of School Suspension (OSS) (contact parents/guardians)</li> </ul> <p><b>4th Offense:</b></p> <ul style="list-style-type: none"> <li>• Up to 10 days OSS (a disciplinary hearing may be called, contact parents/guardians)</li> </ul>
<u>Level 2B Offenses</u>	<u>Level 2B Consequence Guidance</u>
<ul style="list-style-type: none"> <li>• Fight/Physical Altercation</li> <li>• Bullying*</li> <li>• Bogus 911 calls</li> <li>• False fire alarm activation</li> <li>• Profane, vulgar language or gesture toward staff</li> <li>• Theft</li> <li>• Trespassing</li> <li>• Tobacco products, vaping devices, or electronic cigarettes - possession or use</li> <li>• Unwanted/uninvited contact and/or touching of a sexual nature</li> </ul>	<p><b><i>Behavior Contract in addition to the following:</i></b></p> <p><b>1st Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-5 days out of school suspension (contact parents/guardians)</li> </ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-10 days out of school suspension (contact parents/guardians)</li> </ul> <p><b>3rd Offense:</b></p> <ul style="list-style-type: none"> <li>• 10 days out of school suspension and a disciplinary hearing will be called (contact parents/guardians)</li> </ul> <p><b>*See O.C.G.A. 20-2-751.4</b></p> <ul style="list-style-type: none"> <li>• 3rd offense of bullying requires automatic alternative setting placement</li> </ul>
<u>Level 2C Offenses</u>	<u>Level 2C Consequence Guidance</u>
<ul style="list-style-type: none"> <li>• Verbal/physical altercation related to inciting, advising and counseling activities</li> <li>• Knife (under 2 in. blade)</li> </ul>	<p><b><i>Behavior Contract in addition to the following:</i></b></p> <p><b>1st Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-5 days suspension (contact parents/guardians)</li> </ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"> <li>• 10 days suspension and a disciplinary tribunal (contact parents/guardians)</li> </ul>

## Level Three Offenses

<u>Level 3 Offenses</u>	<u>Level 3 Consequence Guidance</u>
<ul style="list-style-type: none"> <li>• Alcohol possession: use or under influence of</li> <li>• Arson</li> <li>• Assault or Battery on a school system employee</li> <li>• Assault or Battery of a student or any person on school property that results in severe injuries.</li> <li>• Breaking and entering school property</li> <li>• Bomb threat</li> <li>• Burglary</li> <li>• Computer trespass</li> <li>• Disturbing the orderly conduct of the school</li> <li>• Drug or drug paraphernalia possession, use, under the influence of, or possession with intent to distribute</li> <li>• Explosives possession including combustible liquids</li> <li>• Fireworks</li> <li>• Homicide</li> <li>• Kidnapping</li> <li>• Motor vehicle theft</li> <li>• Robbery</li> <li>• Threats/Intimidation towards Staff</li> <li>• Terroristic Threats</li> <li>• Sexual battery</li> <li>• Sexual battery or harassment</li> <li>• Inciting student disorder</li> <li>• Weapon possession – firearm</li> <li>• Weapon possession – knife (over 2 in blade)</li> <li>• Weapon possession – other</li> </ul>	<p><b>A discipline tribunal will hear the offense(s) after initial investigation is completed, and school administrators assign initial consequences – 10 day OSS. Students engaging in felonious behavior that would be referred to the Judicial System will be suspended for ten days and referred to a disciplinary tribunal.</b></p> <p><b>A fight resulting in significant bodily harm will result in 10 Days OSS and a referral to a disciplinary tribunal.</b></p> <p><b>Level Three Offenses are so serious in nature that offenses will be cumulative in grades 6-12 or 12 years old or older. All Level Three Offenses shall be grounds for long-term suspension or expulsion.</b></p>

### DRESS CODE

#### JCMS/JCHS Dress code policy

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 garments. 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.

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

- NO pants with holes.
- 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 3inches above the knee.
- 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.athletic
- 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 must be no more than (3 inches above knee) 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.

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.**

## EMAIL

Teachers may be contacted most efficiently via e-mail using the email list provided in this handbook.

**NOTE: Teachers will respond to emails within 24 hours during non-instructional time.**

## EMERGENCY SCHOOL CLOSING and EARLY DISMISSAL DUE TO INCLEMENT WEATHER

School is closed when conditions are deemed too dangerous for travel. School closings are broadcasted on the local radio station or news station. If possible, notice will also be posted on the Jasper County Charter Schools and JCMS website page. There will also be a mass call-out and/or text messages sent to families via our automated call-out system. Please make sure that **student contact information is updated regularly.**

## ENRICHMENT and/or Move-On When Ready (MOWR) CLASSES

Middle Schools offer a variety of Enrichment and/or MOWR classes. Class participation will be determined using various sources of data. Classes are designed to provide opportunities for growth and extension, necessary remediation, and appropriate academic interventions. It is important to note that grades earned in these classes count towards the requirements to remain in academic good standing.

## FOOD and/or PRODUCT SALES

Students shall not bring food items or products to school for the purpose of selling them during the school day. Students may be referred to the office for the selling of any items that have not been approved as part of an official fund-raising activity.

## GRADES and INFINITE CAMPUS PORTAL

The Infinite Campus Student Data System provides parents with access to attendance and grades. To access the Infinite Campus Parent Portal please contact Latoya Johnson in the main office or email at [ltjohnson@jasper.k12.ga.us](mailto:ltjohnson@jasper.k12.ga.us).

**JCMS uses a 70:30 ratio** model for grading purposes: 70% will be from classroom assignments (formative assessments); 30% of a student's grade will be from tests or projects (summative assessments).

The grading scale is as follows:

A=100-90  
B=89-80  
C=79-70  
F=69 and below

Parents and students may view up to date information regarding a student's attendance and grades online via the Infinite Campus portal. To obtain a password, Legal Guardians must complete paperwork and present a valid picture

identification to the front office. **NOTE: In order to accurately compile attendance and student grades, we turn off Parent Portal during the last week of each semester.**

#### **HALLWAYS**

A student must have a hall pass from a teacher in order to move in the hall during the day or when a teacher is not present. Students should travel safely and quietly around the outside of the building, weather permitting, at appropriate times. Horseplay or disruptive behaviors are not permitted; disciplinary action can be tied to inappropriate travel within or around the school.

#### **HOMEWORK**

Students will receive homework from their various teachers. Homework is a part of course requirements, and students are expected to complete the assignments on time. Homework is a way to review and reinforce what has been previously explained or taught in the classroom and is assigned at the discretion of the teacher.

#### **INJURIES**

Anytime a student is injured at school, he/she should report the injury immediately to the teacher or person in charge of supervision. The teacher will then notify the nurse/main office and complete an accident report. Attempts to contact the parent/guardian will be made in order to notify them of the accident/injury. If deemed appropriate, emergency services will be contacted by an administrator or designee. Parents are responsible for medical bills when students are injured at school or participating in a school sponsored event.

#### **LOCKERS**

Lockers are assigned at the beginning of the school year for the convenience of students. Each student is responsible for the proper maintenance of the assigned locker and any damages to the locker will be charged to the student. Students are not to place food, gum, stickers, or decals on or in their lockers. Lockers remain property of the school. Lockers are a privilege and can be taken away if locker privileges are abused. Students are not permitted to go to their lockers unless it is a designated locker break or at teacher discretion. **NOTE:** Students should not share lockers as the school reserves the right, consistent with state law, to search lockers when necessary to insure safety and enforce school and district policies. If search of lockers results in discipline consequences, all students sharing the locker will be issued the discipline consequence.

#### **LOST AND FOUND**

JCMS is not responsible for lost, stolen or confiscated items. It is recommended that students not bring valuables or large amounts of money to school. Items found should be turned in to the check-in/check-out office. Students should make plans to check with the office should they find any of their personal items missing/lost. The 'Lost and Found' area is located in the check-in/check-out office next to the gym. Items not claimed will be removed and donated to charity at the end of each quarter.

#### **MAKE-UP WORK**

Students with excused absences have 5 days to make up work from the day of return. Students with unexcused absences can make up work up to the days the student is out (ie. 2 days out, 2 days to makeup work) or there will be an after school day dedicated to all students with unexcused work under 10 days from 4:00-6:00 pm. Once you have reached 10 days of unexcused absences then you will no longer be able to make up work.

#### **MAP – MEASURES of ACADEMIC PROGRESS**

Students will take the MAP assessment three times during the school year. The information from these assessments will provide data to help with individualization of instruction. MAP testing has the ability to measure a student's achievement and academic growth across time.

#### **MEDIA CENTER**

The media specialist is an important member of our instructional staff and provides assistance to students in finding materials and information for both leisure and school-related purposes. All school rules apply in the media center. Students may check out two books at a time for a two-week time period. Those who fail to return materials will be charged a fine of \$.05 per day. If materials are lost, students must pay for replacement of all lost or damaged items. All media center fines must be cleared before report cards are issued.

## MESSAGES to STUDENTS

JCMS offers two options for parents to use if they need to get a message to their student.

**Option 1: Call Check out office at 706-468-2227 by 2:30 pm**

**Option 2: Email [jcmsattendance@jasper.k12.ga.us](mailto:jcmsattendance@jasper.k12.ga.us)-Transchange by to 2:30 pm.**

Remember, only messages from verified parents/guardians will be delivered **and** messages received after 2:30 pm might not get delivered before the end of the day. Please contact us as early as you can.

## OFF-LIMIT AREAS

The athletic fields, parking lots, and other areas not specified as classroom instructional sites are off limits before, during, and after school unless the students are under the direct supervision of an administrator, school employee or school designee. After school, students should vacate the building as soon as possible unless meeting with a teacher or attending tutorial sessions. Students should not be in the school after hours unless under the direct supervision of a school or school system employee. Any area on the school campus, unless with the permission of faculty/administration, is considered off limits to students except during school hours.

## PARENT CONFERENCES

It is the expectation of JCMS that teachers schedule parent conferences as needed. Parents may also schedule a conference either after school or during the teacher's planning as needed. Parents must check-in at the check-in/check-out office to obtain a visitor's pass.

## PARENT LOCATION INFORMATION/EMERGENCY PHONE NUMBER

We must be able to locate parents in emergencies. It is the parent's responsibility to notify the school of any changes in address, home and/or business phone number(s), whom to call in cases of emergency or other information of which the school should be aware. We often mail information home to you and it is very important that we have accurate mailing addresses.

## PARTICIPATION REQUIREMENTS for EXTRA-CURRICULAR ACTIVITIES

**Students must be present in order to participate in any extracurricular activities that day.** Students suspended out of school will not participate in any school-sponsored activity during the suspension. Students assigned to in-school suspension (ISS) will be suspended from any game or event scheduled during the time of assignment to ISS. Suspension and ISS do not end until the student physically returns to classes. Students may be allowed to practice their extra-curricular activities while in in-school suspension, but not during out-of-school suspension. In addition, students may fail only one class the previous semester prior to participation to be eligible for the activity. The administration may withhold permission from a student for participation from any activity based on the student's placement on academic or behavioral probation. **Students who are not picked up promptly from after-school events and/or practices will not be permitted to attend future events.**

## POSTERS/ADVERTISEMENTS

Any poster, announcement, advertisement, or flyer must be approved by administration before it can be placed on the school campus or in any teacher mailboxes. No one who is not employed full-time by the Jasper County Board of Education and/or without permission from the school principal may place any type of material in any JCMS faculty mailbox.

## PROMOTION CRITERIA for Grades 3-8

- Participate in Georgia Milestones End of Grade testing administration
- Pass 3/4 academic subjects ( Math and Reading required)

The principal has final responsibility for the promotion, retention, and/or placement of all students except for students in special education whose placement must be determined in accordance with the Individuals with Disabilities Education Act (IDEA). There shall be no appeal of promotion, retention and/or placement decisions beyond school level.

## REPORT CARDS and MID-TERM PROGRESS REPORTS

**Refer to the Jasper County Charter School System calendar for issue dates of mid-term progress reports and report cards.**

**Mid-Term Progress Reports (4 ½ weeks)** MID-TERM PROGRESS REPORTS will be issued. Students are expected to take their mid-term progress reports home for review and return with parents/guardian's signature. Teachers will record signature receipt in IC contact log and return report home with students.

**Report Cards (9 weeks)** REPORT CARDS will be issued. Students are expected to take their report cards home for review and return with parents/guardian's signature. Teachers will record signature receipt in IC contact log and return report home with students.

**NOTE: Parents are asked to sign and return mid-term progress reports and report cards to school the next day. Final report cards will be sent home with students on the last day of school unless there is a “HOLD” on a student’s report card. Parents may pick up report cards following students’ last day of school, at which time “HOLDS” can be cleared.**

#### **SCHOOL GOVERNANCE TEAM MEMBERS**

The SGT is composed 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. SGT members are elected in May and serve a term of two years. 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. **All SGT meetings are held in the JCMS main office at 5:30 pm and are open to the public. SGT dates are posted on school web page and District page under eboard.**

#### **STEAM (Science, Technology, Engineering, Arts, Mathematics)**

STEAM is the integration of science, technology, engineering and mathematics infused with meaningful arts integration. STEAM utilizes the arts as a vehicle for demonstrating what has been learned, while increasing creativity and teaching investigative, problem-solving “habits of mind” that can be applied to any subject. JCMS will be implementing STEAM through the Science classes in grades 6th-8th.

#### **TELEPHONE USAGE**

Students who need to use the telephone due to illness or an emergency will be allowed to have office personnel make calls for them in the check-in office. It is up to the classroom teacher to determine when a real emergency exists. If your child has a special health problem or other situation that causes you to be concerned about communication, please notify all of your child’s teachers in writing. All special arrangements, including alternative transportation arrangements, should be communicated to students before they arrive at school except in emergency situations. **Note: It is an infraction of the ‘electronics policy’ for students to utilize their cell phones during the day to contact parents without the knowledge of the supervising faculty member and/or administrator. Students are not to ask to go to the office to use the telephone during class time, nor can classes be interrupted so that a student (or a teacher) may receive a phone call.**

#### **TESTING**

Students in the Jasper County Charter Schools experience various forms of standardized and teacher-made tests throughout the school year. The Georgia Department of Education has implemented the Georgia Milestones Assessment testing program as a required evaluation tool for all sixth through eighth grade students. English Language Arts and Mathematics Assessments will be administered in grades 6 – 8. The content areas of Science and Social Studies will be assessed in grade 8 *only*. For our students in elementary and middle schools this action reduces the number of Georgia Milestones test sections taken in grades 3, 4, 6, and 7 from nine to five.

In some instances, students may **NOT** be issued a textbook in every class. All textbooks are on loan to the students for use during the school year. If a student is issued a textbook and/or Chromebook, the student is responsible for these items. Payment for lost or damaged items is the responsibility of the student. **A minimum fine of \$5.00 will be levied for lost or damaged textbooks and Chromebooks.** All fines are to be paid in the office for proper record keeping. Additional copies of texts will be issued when fines are paid.

#### **TRANSPORTATION**

A busing system of pupil transportation is provided to students attending Jasper County Charter Schools. Since the bus is an extension of the classroom, students are required to observe all school rules while being transported to and from school. A serious or repeated violation of any rule may result in revoked transportation privileges and/or further disciplinary action. Disciplinary infractions on the school bus will be handled through the Transportation Department. The school administration and transportation department work collaboratively to help ensure that your child has a safe ride to and from school.

Students waiting for a bus must wait in the assigned location and not in any other area. Once students are loaded on the bus during afternoon dismissal, they must remain on the bus. Students may not loiter in the parking lots, commons area or bus ramp if not being transported by a school bus.

Students transported by car should be picked up and dropped off in the designated area only. Students should be dropped off by 7:45 am and picked up by 3:45 pm. Students transported by car who intend to eat breakfast need to arrive before 7:30 am. Parents

and students are encouraged to take care of transportation issues prior to school. Students should be checked out prior to **3:00**. No transportation changes will be taken after 3:00 p.m., unless it is an absolute emergency. Students should give written notice of all bus changes to homeroom teachers. All transportation changes must be verified.

Students who choose to walk to or from school must have written permission from parent on file allowing them to walk.

#### **VIDEO SURVEILLANCE CAMERAS**

All students, parents and staff are advised that as a public-school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, to provide greater safety for students and staff and building visitors, and to reduce vandalism and theft, many areas of the middle school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The recordings of such observations shall be available for use by the school district and its administrative staff, if necessary, to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

#### **WITHDRAWAL PROCEDURES**

When a student withdraws from JCMS to transfer to another school or educational program, the following procedures will assist the student and the school in a smooth transition.

- The parent/guardian should report to the JCMS Check in and out office to make an official withdrawal request.
- The withdrawal slip must then be signed by each of the student's teachers, the media specialist, or any appropriate school personnel.
- All books and netbook associated equipment must be returned and all fines/fees paid.
- All assigned lockers must be cleaned out.

**NOTE: There is a turn-around period of 24 hours for withdrawal paperwork to be completed.** Official transcripts and school records will be forwarded to the new school when a records' request is sent to JCMS.

## **JASPER COUNTY CHARTER SYSTEM**

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

**2022-2023**

#### **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**

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

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", and then click on "OUR Board", and then 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**  
**2022-2023 School Year**

Dear JCCS Students and Families,

Welcome to Jasper County Schools. We are looking forward to an exciting 2022-2023 school year. The faculty and staff of our system have prepared diligently to ensure YOU have a quality educational experience.

As our mission statement reads, our goal is to prepare every student for life beyond school. We want YOU to be ready for whatever career path decided upon after graduation. Our school system is committed to your success. Our system also asks for the same commitment in achieving success.

While the pandemic has been a major obstacle for many school systems, the Jasper County Charter System has embraced the challenges and continued forward with providing educational opportunities for our students. Our system has been recognized at the state and national level in many areas of success during these uncertain times.

As we move forward, I ask each of YOU to take the time to read and review the 2022-2023 student handbook. We will use this document as guidance in navigating through this upcoming year.

As your Superintendent, I appreciate and ask for your continued support in making our school system great. Let us all start strong and continue forward as we begin the school year.

GO CANES!!!!

Sincerely,

C. Kenny Garland, Ed.S.

Superintendent

**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**

Mrs. 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**

Mrs. 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**

Mrs. 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 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 a 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 have 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/extracurricular 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**

Students 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**

Students may receive time out in an 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**

Students 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 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 restrictions from field days, field trips, prom, dances, graduation ceremony, etc.

**DETENTION**

A requirement that the student report to a specific 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 not 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 setting.

**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, virtual meeting) 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 SETTING**

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 setting 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 setting staff. Misbehavior while in an alternative setting will result in the student being placed on virtual instruction. \*\*Students that are returning to school from adjudication will be placed in the alternative 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 setting.

### **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 are 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 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. 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 Multi-Tiered System of Supports (MTSS) 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 FALSIFYING DOCUMENTS/RECORDS.

### 2. ALCOHOL

Selling of, attempting to sell, manufacturing, possession of, use of, transportation of, purchase of, attempting to purchase, or under the influence of alcohol on school property, or at a school event is prohibited. 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, at designated school bus stops 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 setting.

## **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 or at a designated bus stop, 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 or at a designated bus stop, verbal assault of other persons on the school bus or at a designated bus stop, disrespectful conduct toward the school bus driver or other persons on the school bus or at a designated bus stop, and other unruly behavior;
- (2) 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, O.C.G.A. § 20-2-765, 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, O.C.G.A. § 20-2-766.1, 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 poses a threat to the health or safety of others.

## **14. DISRUPTIVE BEHAVIOR**

Creating a 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, iPads, 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, 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, ethnicity, national origin, religion, gender, sexual orientation or identification or

disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited.

**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. 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, nunchuck, 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 terms 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 requirements 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.

## **DISCIPLINE POLICY**

### **Primary and Elementary Schools Disciplinary Offenses and Consequences**

The Jasper County Charter 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.

### **Classroom/School Level 1 Violations and Consequences**

- Minor verbal disrespect towards peers (name calling)
- False information/Dishonesty
- Failure to complete tasks
- Refusal to follow directions
- Minor classroom disturbances (excessive talking, inattentiveness, restlessness, etc.)
- Argumentative with adults
- Academic Dishonesty
- Horseplay
- Inappropriate breakfast, lunch, or restroom behavior
- Dress code violation
- Minor damage to school property
- Possession of nuisance/banned items at school or school function (1st incident)

**Level 1 Consequences** include, but are not limited to, parent contact, conference with student, referral to counselor, loss of privileges, restitution (payment or repair of damages), additional assignment, assignment to time out, assignment to an alternative location, loss of privilege to participate in special activities, confiscation of nuisance item(s) and required parent retrieval of item(s). All consequences are at the discretion of the administrator.

**Classroom/School Level 2 Violations and Consequences**

- Repeated incidents of level 1 violations
- Disrespectful and/or abusive language and/or gestures
- Stealing
- Fighting/Inappropriate physical contact
- Major destruction of school property
- Repeated defiance to authority
- Making verbal threats
- Bullying
- Inappropriate touching/comments
- Misuse of technology (beyond the 2nd incident)
- Academic dishonesty
- Indecent exposure

**Level 2 Consequences** include, but are not limited to, any level 1 consequences, assignment to alternative location for an extended period, teacher/parent conference, behavior contract, out of school suspension, involvement of law enforcement. All consequences are at the discretion of the administrator.

**Level 3 Violations and Consequences** include, but are not limited to, out of school suspension, referral to a disciplinary tribunal panel, expulsion from school, referral to appropriate law enforcement. All consequences are at the discretion of the administrator.

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

The maximum punishment for an offense includes long-term suspension or permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in Jasper County Board of Education policies.

Students are not permitted to possess contraband items while on school system property or while at attendance at any school-sponsored event. Any contraband item found on a student will be taken from the student and shall not be returned to the student. Any contraband item that is illegal for the student to possess on school system property or at a school-sponsored event will be turned over to the proper law enforcement officials.

These contraband items include, but are not limited to:

- Weapons
- Pornographic materials;
- Materials which advocate violence, the overthrow of the government of the United States, or are otherwise terroristic in nature;

- Gang related materials;
- Materials which if loaded on a computer could disrupt the computer or the computer network;
- Controlled substances, prescription drugs and over-the-counter medications
- Alcoholic beverages
- Tobacco products, vaping devices, or electronic cigarettes
- Pepper Spray, mace, or other dangerous chemicals and irritants

#### **Primary and Elementary Progressive Discipline Plan**

All K-5 teachers have proactive, intervention-based, and multi-step systems at the classroom level prior to office referral. *The administrative staff reserves the right to assign consequences to behavior that interferes with the order and discipline in the school even though such behavior is not specified in this code.*

**1<sup>st</sup> Violation:** Verbal Warning; Parent Contact, loss of privilege, referral to counselor

**2<sup>nd</sup> Violation:** Parent Contact, loss of privilege, MTSS Behavior Plan development/revision, placement in alternative learning environment, Out of School Suspension (OSS)

**3<sup>rd</sup> Violation:** placement in alternative learning environment, OSS

**4<sup>th</sup> Violation:** placement in alternative learning environment, OSS

**5<sup>th</sup> Violation & Subsequent violations:** placement in alternative learning environment, OSS

## **Middle and High School Disciplinary Offenses and Consequences**

*When it is necessary to impose discipline, school administrators will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior and the student's discipline history. The Administrative staff reserves the right to assign consequences to behavior that interferes with the order and discipline in the school even though such behavior is not specified in this code.*

<b><u>Level One Offenses</u></b>	
<b><u>Level 1A Offenses</u></b>	<b><u>Level 1A Consequence Guidance</u></b>
<ul style="list-style-type: none"><li>• Cheating</li><li>• Tardiness</li><li>• Disorderly Conduct</li><li>• Forgery</li><li>• Gambling</li><li>• Inappropriate Display of Affection including but not limited to kissing and holding hands</li><li>• In an unauthorized area</li><li>• Insubordination</li><li>• Lying/Misrepresenting</li><li>• Misconduct outside of the classroom</li><li>• Possession of a nuisance item: including, but not limited to: speakers, laser pointers, playing card, noise makers, toys, etc.</li><li>• Safety violation</li><li>• Use of profanity or vulgar words, gestures, or materials</li><li>• Violation of cafeteria rules</li><li>• Violation of classroom rules</li><li>• Violation of dress code</li></ul>	<p><b>1st Offense:</b></p> <ul style="list-style-type: none"><li>• Verbal warning, parent conference, administrative conference, referral to counselor, teacher discretion for grade with cheating, administrative time out or detention, In School Suspension (ISS) (contact parents/guardians)</li></ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"><li>• May include consequences from 1st Offenses, Parent Conference and ISS (contact parents/guardians)</li></ul> <p><b>3rd Offense and Subsequent occurrences:</b></p> <ul style="list-style-type: none"><li>• Parent Conference, ISS, Out of School Suspension (OSS) (contact parents/guardians)</li></ul>
<b><u>Level 1B Offenses</u></b>	<b><u>Level 1B Consequence Guidance</u></b>
<ul style="list-style-type: none"><li>• Vehicular/moving violation on campus/parking lot</li></ul>	<p><b>1st Offense:</b></p> <ul style="list-style-type: none"><li>• Warning based on severity</li></ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"><li>• Suspension of parking privileges for 1-5 days</li></ul> <p><b>3rd Offense:</b></p> <ul style="list-style-type: none"><li>• Extended loss of parking privileges</li></ul> <p><b><i>Continued misbehavior may result in a disciplinary hearing and revocation of all parking privileges.</i></b></p>

## Level Two Offenses

<u>Level 2A Offenses</u>	<u>Level 2A Consequence Guidance</u>
<ul style="list-style-type: none"> <li>• Repeated incidents of level 1 violations</li> <li>• Classroom disruption</li> <li>• Destruction of school property</li> <li>• Display of a gang sign or symbol or any gang activity</li> <li>• Disrespect towards others</li> <li>• Computer/Internet violation</li> <li>• Leaving campus without permission</li> <li>• Loitering</li> <li>• Harassment</li> <li>• Student confrontation</li> <li>• Threat or intimidation</li> <li>• Vandalism</li> <li>• Willful disobedience</li> <li>• Possession of or distribution/transmission of pornographic material</li> <li>• Sexual offense</li> <li>• Skipping class</li> <li>• Unauthorized filming/photographing of unsanctioned school events</li> <li>• Unauthorized use of personal electronic communication and/or gaming devices</li> </ul>	<p><b>1st Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-3 days ISS, contact law enforcement as appropriate (contact parents/guardians)</li> </ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-6 days ISS, contact law enforcement as appropriate (contact parents/guardians)</li> </ul> <p><b>3rd Offense:</b></p> <ul style="list-style-type: none"> <li>• Extended ISS or Out of School Suspension (OSS) (contact parents/guardians)</li> </ul> <p><b>4th Offense:</b></p> <ul style="list-style-type: none"> <li>• Up to 10 days OSS (a disciplinary hearing may be called, contact parents/guardians)</li> </ul>
<u>Level 2B Offenses</u>	<u>Level 2B Consequence Guidance</u>
<ul style="list-style-type: none"> <li>• Fight/Physical Altercation</li> <li>• Bullying*</li> <li>• Bogus 911 calls</li> <li>• False fire alarm activation</li> <li>• Profane, vulgar language or gesture toward staff</li> <li>• Theft</li> <li>• Trespassing</li> <li>• Tobacco products, vaping devices, or electronic cigarettes - possession or use</li> <li>• Unwanted/uninvited contact and/or touching of a sexual nature</li> </ul>	<p><b><i>Behavior Contract in addition to the following:</i></b></p> <p><b>1st Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-5 days out of school suspension (contact parents/guardians)</li> </ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-10 days out of school suspension (contact parents/guardians)</li> </ul> <p><b>3rd Offense:</b></p> <ul style="list-style-type: none"> <li>• 10 days out of school suspension and a disciplinary hearing will be called (contact parents/guardians)</li> </ul> <p><b><i>*See O.C.G.A. 20-2-751.4</i></b></p> <ul style="list-style-type: none"> <li>• 3rd offense of bullying requires automatic alternative setting placement</li> </ul>
<u>Level 2C Offenses</u>	<u>Level 2C Consequence Guidance</u>
<ul style="list-style-type: none"> <li>• Verbal/physical altercation related to inciting, advising and counseling activities</li> <li>• Knife (under 2 in. blade)</li> </ul>	<p><b><i>Behavior Contract in addition to the following:</i></b></p> <p><b>1st Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-5 days suspension (contact parents/guardians)</li> </ul> <p><b>2nd Offense:</b></p> <ul style="list-style-type: none"> <li>• 10 days suspension and a disciplinary tribunal (contact parents/guardians)</li> </ul>

<b><u>Level Three Offenses</u></b>	
<b><u>Level 3 Offenses</u></b>	<b><u>Level 3 Consequence Guidance</u></b>
<ul style="list-style-type: none"> <li>• Alcohol possession: use or under influence of</li> <li>• Arson</li> <li>• Assault or Battery on a school system employee</li> <li>• Assault or Battery of a student or any person on school property that results in severe injuries.</li> <li>• Breaking and entering school property</li> <li>• Bomb threat</li> <li>• Burglary</li> <li>• Computer trespass</li> <li>• Disturbing the orderly conduct of the school</li> <li>• Drug or drug paraphernalia possession, use, under the influence of, or possession with intent to distribute</li> <li>• Explosives possession including combustible liquids</li> <li>• Fireworks</li> <li>• Homicide</li> <li>• Kidnapping</li> <li>• Motor vehicle theft</li> <li>• Robbery</li> <li>• Threats/Intimidation towards Staff</li> <li>• Terroristic Threats</li> <li>• Sexual battery</li> <li>• Sexual battery or harassment</li> <li>• Inciting student disorder</li> <li>• Weapon possession – firearm</li> <li>• Weapon possession – knife (over 2 in blade)</li> <li>• Weapon possession – other</li> </ul>	<p><b>A discipline tribunal will hear the offense(s) after initial investigation is completed, and school administrators assign initial consequences – 10 day OSS. Students engaging in felonious behavior that would be referred to the Judicial System will be suspended for ten days and referred to a disciplinary tribunal.</b></p> <p><b>A fight resulting in significant bodily harm will result in 10 Days OSS and a referral to a disciplinary tribunal.</b></p> <p><b>Level Three Offenses are so serious in nature that offenses will be cumulative in grades 6-12 or 12 years old or older. All Level Three Offenses shall be grounds for long-term suspension or expulsion.</b></p>

## **SCHOOL BUS PROCEDURES**

### **SCHOOL BUS SAFETY PROCEDURES**

1. Be at the bus stop five (5) minutes before pick up time.
2. Wait quietly on the side of the road at your assigned bus stop.
3. Stand back from the moving traffic. (12-15 Feet from roadway)
4. Cross only in front of the bus. Never get close enough to touch any part of the bus, except for the entrance steps/handrails.
5. Look in both directions for traffic before crossing the road, (left, right, left) Unloading the bus- stop at centerline of roadway and look left, right, left again before crossing the road.
6. All students use the handrail going up and down the bus steps. (Look left and especially to the right before stepping off the bus step)
7. Sit the safe way, back against the back of the seat, bottom against the bottom of the seat, feet on the floor in front of the student. Book bags must be in the student's lap.
8. Stay seated until time to get off the bus. The opened door is the signal to get up at your destination from your assigned seat.
9. Be totally silent at all railroad crossings. NO TALKING.
10. All students must load and unload at their assigned bus stop. If a student does not have an Official Bus Pass he or she cannot ride a different school bus or go to a different location.



### **SCHOOL BUS SAFETY GUIDELINES**

1. Students will follow the directions of the Bus Driver/Monitor at all times
2. Students will safely wait for, board, and exit the bus at the assigned bus stops only.
3. Students will look for traffic (from the bottom step) before exiting the bus and crossing the road only:
  - a. in front of the bus, after the front tires have stopped moving.
  - b. after the red lights are flashing, the stop sign and crossing gate is extended
  - c. after the student has eye contact and the directions of the bus driver.
4. Students will remain properly seated in their assigned seat at all times. (Back to back, bottom to bottom, book bags in lap).
5. Students will keep all body parts to themselves, away from windows, and confined to their own assigned seat.
6. Bullying/Physical assault will be disciplined. Students will talk quietly. Profanity or obscene words/gestures are not allowed. Bullying/Verbal assault will be disciplined.
7. Students will not chew, eat, drink, and bring tobacco products, illegal drugs, or weapons on the school
8. Students will not bring pets, glass objects, objects too large to hold, no electronic devices, reflective items or any device that might interfere with the driver's safe operation of the bus.
9. Students will help the Bus Driver keep their school bus clean and in a good, safe, presentable condition at all
10. Students will not talk between school buses when loading.

### **SCHOOL BUS INTERVENTIONS**

#### **SCHOOL BUS CODE OF CONDUCT**

The following method will be used to change inappropriate, unsafe, or distracting student behavior on the school bus. Any student in violation of the School Bus Safety Procedures and Guidelines will be subject to be disciplined by the school bus intervention plan.

Step 1. The bus driver/bus monitor verbally warns students in order to accomplish a change in the behavior observed.

- Bus Driver will give the student Courtesy Note #1 as the student is exiting the bus at the end of the day to take to the parents to be Signed and returned to the Bus Driver. Seat change if necessary.

Step 2a. The bus driver/bus monitor will have a conference with the student to discuss the situation and the behavior observed.

- Bus driver will give the student Courtesy Note #2 as the student is exiting the bus at the end of the day to take to the parents to be signed and returned to the Bus Driver. Seat change if necessary

Step 2b. For Primary and Elementary Students only:

- Step 2b For Primary Students only:

The Transportation Director will inform an Administrator at the Primary School of the steps already taken to correct the student's behavior on the school bus. The school will be provided documentation for each step that has already been taken. After such, all bus discipline will be handled by the Primary School. All school bus discipline referrals will be hand delivered to the Primary School by the Transportation Director.

- For Elementary Students only: (verbal warning)

The Transportation Director will contact the student at school to discuss the school bus situation, review the school bus rules, demonstrate the school bus safety procedures, review the video, if needed and explain the results of the next school bus referral to the student. The parent will be notified by the Transportation Director of the school bus situation and the results of the next bus referral. The next school bus referral will begin at step #3. The parent is invited for a conference, if needed. ·

- Middle/High school students advance to step 3.

Step 3. The bus driver will meet with the Transportation Director concerning the problem with a student. The bus driver will bring documentation of steps 1 & 2. The Transportation Director will review the video, if needed. The bus driver will document the situation and also log that they met with the Transportation Director.

Step 4. The bus driver will turn in a written bus discipline referral to the Transportation Director, along with any additional documentation indicating the prior steps taken and the video, if needed. The Transportation Director will contact the student at school and the consequences will be identified on a written referral.

- 1st offense: Warning: The Transportation Director will discuss the 1st referral, discuss the precautions steps taken before this referral, review the video if needed, review the school bus rules, explain the consequences of the next written referral and contact the parent or guardian. Log the information on the school's computer.
- 2nd offense: The Transportation Director will discuss the 2nd referral with the student, before issuing a suspension of up to 3 days. Contact will be made with the parent or guardian to explain the consequences of the next written referral to the student and the parent or guardian. Invite the parent to come in for a conference with the Transportation Director, if needed. Log the information on the school's computer.
- 3rd offense: The Transportation Director will discuss the 3'd referral with the student, before issuing a 5-day suspension from riding the school bus, contact the parent or guardian and explain the situation and the results of the next written referral to the student and parent. Log the information on the school's computer.
- 4<sup>th</sup> offense: The Transportation Director will discuss the 4<sup>th</sup> referral with the student before issuing a 10-day suspension from riding the school bus, contact the parent or guardian and explain the situation and the consequences of the next written referral. Log the information on the school's computer.
- 5th offense: The Transportation Director will discuss all the referrals and precautions taken previously. The student is suspended from riding the school bus for the remainder of the school year. The parent is immediately notified on the list of school bus riding privileges. Log the information on the school's computer.

If the Transportation Director is not available to do school bus discipline, the Transportation Office Manager will deliver severe discipline referrals or discipline matters to the appropriate School Administrator.

The violation of the following rules on the school bus are prohibited and may result in up to 10 days initially being immediately suspended from the school bus or from school.

### **Rude and Disrespectfulness Unsafe school bus procedures**

**Being** removed from the school bus for discipline problems, during the route by designated school officials.  
(Automatic move to Step 3 -5-day school bus suspension)

Fighting (Automatic move to Step 3-5-day school bus suspension in addition to school discipline procedures)

Vandalism of school bus property (paying restitution and appropriate discipline)

In addition, the following behavior taking place on the school bus must be dealt with according to Senate Bill 291.

1. The use of any electronic devices or reflective devices during the operation of a school bus.
2. Bullying or physical assault/battery of another person. (parent meeting for discipline and develop a behavior contra
3. Alleged acts of physical violence against school employee, including the bus driver.
  - Suspend student pending hearing by tribunal
  - If found guilty of physical contact of insulting or provoking nature (expulsion, long-term suspension or short term suspension)

- If found guilty of physical contact which causes physical harm, the student could face an expulsion (possibly being permitted to attend an Alternate School by the local board, or be referred to juvenile court, requesting petition alleging delinquent behavior)
- 4. Verbal assault of another person on the school bus, including the bus driver.
- 5. Physical assault of another person on the school bus, including the bus driver.
- 6. Disrespectful toward the bus driver or other persons on the school bus, and other unruly behavior.

The School Administrator and the School Social Worker will be notified of any student that is suspended for school bus discipline.

The Transportation Director will consult the School Administration before making the final discipline decision.

**\*\*Any of the above, or any illegal and /or unlawful acts taking place on a school bus could mean the student will be suspended from riding the school bus for long term and be expelled from school and/or be referred to a court system.**

## **ATHLETIC CODE OF CONDUCT**

**Please carefully read through this 2022-2023 Athletic Handbook. There are changes that will affect YOU.**

### **Statement of Philosophy and Purpose of Handbook**

Jasper County Schools is committed to providing a diversified, participatory, and successful athletic program that is available to all students. Our school believes that such a program is a vital and integral part of the total school environment as well as playing a key role in the overall development of each student who is involved in the athletic program. It is our belief that the athletic program should assist students in developing positive self-esteem and the qualities of good citizenship as well as promoting school spirit, fellowship and a pride in serving and positively representing the institution.

It is the purpose of this handbook to set forth the operating procedures for the students, parents and athletic staff. It is designed as a reference source that will facilitate the process of seeking and clarifying information concerning administrative and athletic policies and procedures as well as promote a framework that will lead to the effective and efficient application of those policies and procedures.

### **Objectives of Participation**

The athletic program will provide each participating student adequate opportunities for: · Physical, mental, emotional growth and development

The acquisition and development of special skills in the activities of each student's choice · Directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship exemplified through winning and losing graciously · Being a part of a unified team composed of the student body, faculty, and community · The achievement of goals established by the individual student, the team and the school · The development of skills and an appreciation of sports that may be used throughout life as a participant and/or spectator

### **The Goal for each Student-Athlete**

The overall goal for the athletic program is for each student-athlete to become a better overall person through his or her participation in athletics. The major points of emphasis throughout the program will be teamwork, maximum effort, dedication, commitment, respect for authority and discipline.

### **Requirements for Athlete Participation**

*Pre-Participation Physical Evaluation* - Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic tryouts, practices, voluntary workouts or games that indicate the student is physically approved for participation. The physical must be completed by a medical doctor and submitted to the athletic director prior to participation. The physical covers all sports for one calendar year. The form will be kept on file in the high school athletic office.

Any physical examination take on or after April 1 in the preceding year will be accepted for the entire next GHSA school year. The

recommended pre-participation physical evaluation form is the form, which was adopted by the GHSA. It consists of an athlete's personal and family medical history and an athlete's physical examination completed by a medical physician.

*Parental Consent for Athletic Participation and Transportation* – All athletes and parent(s)/guardian(s) must realize the risk of serious injury which may be a result of athletic participation. Jasper County Schools requires that a Parental Consent for Athletic Participation and Transportation Form is signed by the athlete and his/her parent(s)/guardian(s). Parent(s)/Guardian(s) may not alter or change this form. Parent(s)/Guardian(s) acknowledge that they have read and understood the "Athlete/Parent/Guardian Handbook for Sanctioned Athletics Interscholastic Activities" when they sign this form.

*Emergency Medical Authorization* – Each student-athletes' parent(s)/guardian(s) shall complete and Emergency Medical Authorization Form giving permission for treatment by a physician or hospital when the parent(s)/guardian(s) are not available. The form will be kept by the school's athletic department for use as need during the emergency. (See Appendix) **Each sport should have an emergency action plan for every sport and this plan should be accessible by the head coaches and assistants at all times.**

*Student/Parent Concussion Form* – Each student and parent/guardian shall complete the Concussion Awareness Form. Please list all sports that the student-athlete will compete in during the school year.

*Sudden Cardiac Arrest Form*- Each student and parent/guardian shall complete the Concussion Awareness Form. Please list all sports that the student-athlete will compete in during the school year.

*Insurance* – The school district provides an opportunity to purchase insurance to cover student athletic injuries. Parent(s)/Guardian(s) are required to sign a form stating they have purchased either the necessary school insurance or possess a family insurance plan that covers athletic injury. If a family insurance plan is used, the family must provide the school with the name of the insurance company and the policy number on the appropriate form. Where possible, a scholarship fund should be set up to assist students who are in financial need as determined by the principal or his/her designee. Some method of discreet communication through a school contact person should be made available for students. There are **NO WAIVERS** for insurance; **ALL ATHLETES MUST HAVE INSURANCE.**

### **GHSA Eligibility Requirements**

In order to be eligible with the Georgia High School Association, student-athletes must meet certain basic academic requirements. All students must pass a minimum of 2.5 credits per semester to maintain eligibility. In other words, a student must pass 5 out of 7 classes that they are taking to be eligible. In addition, to earning 2.5 credits per semester, a student-athlete must also be on-track academically. To maintain eligibility students must possess the following number of credits:

9th Grade: All entering 9th graders are eligible.

10th Grade: All second year students must have a minimum of 5 credits.

11th Grade: All third year students must have a minimum of 11 credits.

12th Grade: All fourth year students must have a minimum of 17 credits.

Students have 8 consecutive semesters of eligibility beginning at the date of entry into the 9th grade. Eligibility can only be gained and lost on the last day of the semester. For example, if you are ineligible for the fall semester, you will not regain your eligibility until the first day of second semester. If you are ineligible in the spring, you will regain eligibility on the first day of fall semester or on the first practice date for a fall sport, whichever comes first. Credit Recovery courses taken during the course of a semester apply to the next eligibility period, not the current eligibility period.

The GHSA requires that all student-athletes have a physical on file at the school. The physical must show that the student is cleared to participate. Physicals are valid for a period of one year. A full copy of all of the GHSA Eligibility requirements can be found here. <https://www.ghsa.net/constitution>

### **Middle School Athletic Eligibility**

A student is eligible to participate one year in the 6th grade, one year in the 7th grade, and one year in the 8th grade. This applies to the first year a student enters that grade. Participation means as a player or manager.

A player must not reach his/her 16th birthday prior to May 1st preceding the year of participation of his 8th grade year.

A student may have no more than one failing grade for the semester that precedes the sport. Each subject must be passed with a minimum grade of 70.

Athletes who are not eligible at the beginning of a season will not be allowed to join an athletic team if he or she becomes eligible half way through the season (i.e. Christmas or end of first semester). The only sport this will affect are basketball, wrestling, and basketball cheerleading.

All student-athletes are required to have a physical on file at the school. The physical must show that the student is cleared to participate. Physicals are valid for a period of one year.

#### **Introductions to the Parent/Guardian/Student-Athlete**

*Parent/Guardian/Student-Athlete Awareness of Athletic Policies and Procedures* – All student athletes/parent(s)/guardian(s) shall have access to this handbook through the Jasper County Schools website. A hard copy of this handbook will be made available at student-athlete/parent/guardian who requests a copy. Each parent(s)/guardian(s)/student athlete shall be expected to read all of the enclosed material and complete all required forms including but not limited to athletic participation and transportation, health insurance, and physical examination. This handbook is designed as minimum standards for the Jasper County Schools Board of Education schools that are members of and participate in Georgia High School Association Interscholastic Athletic Association and Piedmont Athletic Association sanctioned athletic events.

**To the Parent(s)/Guardian(s)** – This material is presented to you because your son or daughter has indicated a desire to participate in athletic activities. The Jasper County School System believes that participation in interscholastic athletic activities provides a wealth of opportunities and experiences which will assist students in personal growth and development.

We believe that a properly controlled, well-organized interscholastic athletic activity program meets with students' needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and that will further each student's educational maturity.

A student who elects to participate in the interscholastic athletic activity program is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct may mean exclusion from participation. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team or activity. Staff will strive to:

1. To provide adequate equipment and facilities;
2. To provide well-trained coaches; and

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would encourage you to join your school's Booster Club(s) to help provide the financial support essential to your school's interscholastic athletic activities program.

It is the role of the school system to make rules that govern the spirit of competition for the schools. These rules need a broad basis of community support, which is achieved only through communication to the parent/guardian. It is our hope to accomplish this objective through this publication.

Why should it be any different now that your child is an athlete? A parent's job is not to be the coach or the certified expert even if you are retired from a professional sports team. Parents are there so that they can share "the thrill of victory and the agony of defeat" – together. In fact, each athlete needs parental support more in defeat than in victory. Did you ever notice that strangers feel free to come out of the stands and congratulate the winner? But, in defeat, sometimes the athlete's own teammates and coaches ignore him/her and the fans do not come out to console or congratulate him/her on a good game or match. As a parent/guardian you have to be there to cushion setbacks with a positive "We'll get them next time!" Let the three "B's" be your guide:

**Be There!** Parents can never hope to be an All-Star parent unless they show up at games. Regardless of the skill level of the athletes or the success of the team – go to the games. Be supportive. Do not be a fickle, fair-weather fan or an absent, too busy parent.

**Be Positive!** On the sidelines or in the stands, if parents can't say anything positive, don't say anything at all. Nothing good comes from negative statements and nothing negative comes from positive ones. If parents can't say something positive and supportive during the contest at least be silent.

**Be Seated!** Even though it's good to be positive, it is not good to overdo it. Do not stick out. Be an admirer, not a cheerleader. Players should not confuse their parent's voice from the home stands with that of the public-address system's announcers.

### **Sportsmanship**

The following statement has been adopted by the Georgia High School Athletic Association and will provide guidance participants in athletics:

"The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted.

Schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at all of our schools' athletic events.

**Grievances and Complaints** – Athletics involvement is highly emotional and very time-consuming. Sometimes conflicts arise between athletes, coaches, and occasionally parents. When conflicts or issues arise, it is important that they are addressed immediately, and as directly as possible, so that it can be resolved promptly. Parents/Guardians should use the following process as a guideline when seeking resolution to conflicts or issues between athlete and coach:

**The First Step: Contacting the Coach** – The parent(s)/guardian(s) should present the conflict/issue to the coach as soon as possible. In order for the contact to be as productive as possible, times that should be avoided are: prior to, during or immediately following a contest; during an active practice session when other athletes or parents are present or when it would be readily visible to others that the discussion is taking place or when it is apparent that there is not sufficient time to allow for complete discussion. This includes the time immediately before leaving for an away contest. Perhaps the best solution is to ask the coach, either over the phone or in person, if an appointment could be made to discuss the issue. Parent(s)/guardian(s) may also leave a note for the coach in the athletic office.

**The Second Step: Contacting the Athletic Director** – If a satisfactory solution is not reached through direct contact with the coach, the parent(s)/guardian(s) should contact the school's Athletic Director. The coach should be informed that this contact is going to be made. If this discussion does not result in a satisfactory conclusion, then a meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. Since athletic seasons are relatively short, there should be no delay in airing any and all concerns. It is important for all parent(s)/guardian(s) to know that any comments, concerns or issues raised to the Athletic Coordinator will be addressed and communicated to the coach. Parents(s)/Guardian(s) may also expect to hear from the Athletic Director as to the disposition of their concerns. Although there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

**The Third Step: Contacting the Principal** – If there is still not a satisfactory resolution, the parent(s)/guardian(s) may contact the high school Principal. The school's Athletic Director should be informed that this contact is going to be made. The grievances and complaints involved Title IX compliance, which is investigated according to the procedures outlined in Board Policy.

**To the Student-Athlete** – Being a member of the Jasper County Schools interscholastic athletic activity is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great competitive tradition is not built overnight; it takes hard work from many people over many years. As a member of an interscholastic activity team, you will be faced with either the task of maintaining an already successful tradition or the task of establishing a successful tradition. It is not easy to build a great tradition in interscholastic athletic activity competition. When you represent your school, we assume that you not only understand your school's goals and traditions but also that you are willing to assume the responsibilities that go with them.

Interscholastic sports and athletic activities are exciting and often involve forceful contact with the ground, playing surface, or another player. Because of these conditions inherent to the sport of activity, participation in a school's interscholastic athletic activity program exposes an athlete to many risks or injury. In an effort to make the sports and athletic activities as safe as they

can, the coaching staff will instruct players in the rules and correct mechanics of skills. It is vital that athletes follow the coach's skill instruction, training rules, and team rules to decrease the possibility of serious injury. The athletes should: (1) participate in proper warm-up and stretching before strenuous activity takes place either during practice or at a contest; (2) check his/her equipment before use for each practice and contest; (3) perform only those skills and techniques instructed and/or supervised by his/her coach; (4) be aware of his/her surrounding, taking no unnecessary risks on either home or away playing surfaces; (5) contact his/her coach immediately if an injury occurs, no matter how slight injury might be. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site.

**Conditioning and tryouts for programs in and out of season** are open to all JCS students providing they meet the standards of academic eligibility, parental permission, basic physical/health qualifications, and medical/health insurance.

**DEAD WEEK: NO PRACTICES, WORK OUT SESSIONS, OR MEETINGS.** During the summer (i.e., between the ending of one school year and the beginning of the next) the only restrictions on practices are that all activities must be strictly voluntary, and the **"Dead Week"** must be observed, as follows: Schools are prohibited from participating in voluntary workouts, camps and/or clinics, weight training or competitions during the week in which the Fourth of July falls each year. The GHSA has also added an additional Dead Week for this year. While athletes may work out on their own, they cannot do so at their school or any other Jasper County school site under the supervision of a coach or at any non-school site under the supervision of a coach.

- Dead Week ONE - May 31-June 6 (Monday-Sunday)
- Dead Week TWO - June 28-July 4 (Monday-Sunday)

**Summer Conditioning Rule:** No student is allowed to participate in any activity with the school or team during the summer months unless they are an enrolled student in that school or a rising 9<sup>th</sup> grader from a feeder school. This includes summer conditioning and weight room sessions. Once the student is officially enrolled at the high school, the student can start participating in any and all activities. **The student must have a current physical packet on file with the school.**

**Participation in athletics is a privilege;** athletes try out voluntarily and, for some of our teams, risk being cut. During the tryout period, the coach will provide an explanation of his/her expectations. It is the athlete's responsibility to demonstrate to the coach that he/she can meet these expectations. **No athlete is guaranteed a place on a team simply because of his or her grade level or past participation.** Athletes cut from a team are encouraged to try out for another team if there is space on that team and the final cuts have not been made. The athlete cut from a team may request a meeting with the coach during which the athlete will be informed as to the reason for the cut. Decisions made by the coaches will be explained to athletes at an appropriate time and an appropriate setting, usually in an athlete-requested meeting with the coach.

**Athlete Playing Time** – There are many factors that determine athletes playing time, such as practice attendance, attitude, commitment, effort, and athletic ability. There are many decisions made on a regular basis by the coaching staff. It is the coach's responsibility to decide which athletes should start a contest, which athlete should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff and are approached very seriously after having observed the athlete in practice sessions, scrimmages and, at times, games.

**Varsity Teams** – The emphasis at the varsity level shifts towards fielding competitive teams. Our teams will compete against opponents at the highest level of execution and the goal is to win as many games as possible while constantly emphasizing fair play and sportsmanship. This emphasis may result in the major burden of the contest being carried by the most competitive, skilled team members and uneven playing time among the athletes, with some athletes not playing in every game. Once again, it is the coach who makes the decision on who starts, plays and for how long. However, teams cannot be successful without committed substitutes. These players should be ready at all times to step up and take on the burden of competition when called upon. It is the hard work in practice each day that prepares the whole team for upcoming games.

**Athlete Codes of Conduct** – A firm and fair policy of enforcement are necessary to uphold the regulations and standards of the county and school. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program. The welfare of the athlete is our major consideration. Any conduct which results in dishonor to the athlete, the team, the school, or the community will not be tolerated. Notwithstanding the consequences discussed in this handbook, any act at school or away from school, which results in any discipline by school administration; or any act at school or away from school which, in the opinion of the Principal reflects in a negative manner on the school, athletic program, or activity may result in removal from the team or event or lessened participation opportunities. Behavioral expectations and prohibitions apply 365 days a year, 24 hours a day, in and out of the specific extracurricular season, and on or off school grounds. In addition to the Jasper County Code of Conduct.

**Ethics Rule:** Acts of unacceptable conduct, such as, but not limited to disruption of school, theft, vandalism, disrespect, immorality, or violations of the law tarnish the reputation of everyone associated with the program and will not be tolerated. Due to the serious nature of violation to the Ethics Rule, the appropriate coach, the athletic director, and the principal shall establish procedures to determine the penalty according to the degree of the infraction.

**Bullying and Hazing:** The Jasper County School District expressly prohibits the bullying of any person by any means or method, at school, on school property, or at school-related functions.

**Training Rules/Regulations:** The athlete who uses tobacco, alcohol, illegal drugs, or any type of mood altering substance found in legal over the counter products jeopardizes team morale, team reputation, and team success and does physical harm to himself/herself.

1. Use of Tobacco – Student-athletes who use tobacco at any time, during the season and/or off-season
2. Use of Alcoholic Beverages – Student-athletes shall not consume alcoholic beverages at any time, during the season and/or off-season.
3. Use of Illegal Drugs or Mood-Altering Substances – Student-athletes shall not use illegal drugs or mood-altering substances at any time, during the season and/or off-season.

**Chemical Use and Penalties for Violation of Training Rules with Alcohol or Drugs (Non-Felony)**

**A. Chemical Use**

1. An athlete, regardless of quantity, shall not:
    - Buy, be in possession of, or use a beverage containing alcohol at any time;
    - Be in possession of, or use tobacco at any time;
    - Use, consume, possess, buy, sell, or distribute any controlled or other illegal or mood-altering substance at any time.
  2. Athletes are responsible for their off-season and out of school behavior. These rules apply to an athlete's entire high school career (365 days/24 hours).
  3. It is not a violation for an athlete to be in possession of a controlled substance specifically prescribed for the student's personal use by his/her doctor.
  4. Athlete possession of substances containing alcohol under parent supervision for religious purposes will not be considered a violation of this policy.
- B. Penalties for violation include:

**Alcohol/Drugs:**

**1. First Violation:**

After confirmation of the first violation, the student will be suspended a minimum of 20- percent of the current season or the next season that the athlete competes in. The penalty will be immediately assessed to the athlete's next competitions. If the offense happens prior to the start of a season, the athletes may be permitted to try out for the sport but will then serve the suspension at the start of the season. The student can practice with the team if the coach/school permits him/her to practice during the suspension. Practicing during the suspension will be a local school decision. The student may not travel with the team during the suspension to competitions.

**2. Second Violation:**

After confirmation of the second violation, the student will lose a minimum of 50-percent of the current season or the next season that the athlete competes in. The penalty will be immediately assessed to the athlete's next competitions. If the offense happens prior to a season starting, the athlete may be permitted to try out for the sport but will then serve the suspension at the start of the season. The student can practice with the team if the coach/school permits him/her to practice during the suspension. Practicing during the suspension will be a local school decision. The student may not travel with the team during the suspension to competitions.

**3. Third Violation:**

If a third violation occurs, the athlete will be suspended from all practices/competitions for one calendar year, and the athlete may be prohibited from ever representing his/her school in interscholastic activities at any time in the future.

**4. Fourth Violation:**

The athlete will lose the privilege to participate in extracurricular activities for their remaining time in high school.



- Scrimmages are not counted as games; they are considered practices. When assessing a suspension, only regular season and playoff games count.
- If a student is suspended, playoff games count towards the suspension. For example, a football player is caught with alcohol after the 9<sup>th</sup> football game of the season. The football team has qualified for the state playoffs. The student-athlete must serve 20-percent, in this case, 2 games. The student-athlete will be suspended for the 10<sup>th</sup> game and the 1<sup>st</sup> playoff game. If the team wins in the playoffs, the athlete is eligible to play in the 2<sup>nd</sup> playoff game.
- Suspensions for multi-sport athletes – A suspension can carry over from one sport to another sport. If an athlete cannot fulfill all of the 20% suspension in their current sport, the remainder of the suspension will occur during the season of the next sport they play. For this to be the case, the athlete must have played the 2<sup>nd</sup> sport the previous year (the exception is a 9<sup>th</sup> grader). An athlete cannot play a second sport just to avoid a suspension in their main sport. The athletic director will make the final determination in these cases.
- Suspensions for one sport athletes – If a suspension occurs at the end of the season, the athlete will serve their suspension the following year.

#### **Tobacco:**

##### **1. First Violation:**

After confirmation of the first violation, the student will lose a minimum of 10-percent of the current season or the next season that the athlete competes in. The penalty will be assessed to the athlete's next competitions. If the offense happens prior to the start of the season, the athlete may be permitted to try out for the sport and then will immediately serve the suspension at the start of the season. The student can practice with the team if the coach/school permits him/her to practice during the suspension. Practice during the suspension will be a local decision. The student may not travel with the team during the suspension to any competitions.

##### **2. Second Violation:**

After confirmation of the second violation, the student will lose a minimum of 50-percent of the current season or the next season that the athlete competes in. The penalty will be assessed in the athlete's next competitions. If the offense happens prior to the start of the season, the athlete may be permitted to try out for the sport and then will immediately serve the suspension at the start of the season. The student can practice with the team if the coach/school permits him/her to practice during the suspension. Practice during the suspension will be a local school decision. The student may not travel with the team during the suspensions to any competitions.

##### **3. Third Violation:**

After confirmation of the third violation, the student is suspended for a minimum of one calendar year from extracurricular activities.

These rules and consequences are in addition to any other school discipline under the Code of Conduct. Because rules are consistently applied in all Jasper County Schools, an athlete may not regain eligibility by transferring to another school.

#### **Criminal Activity**

Parent(s)/Guardian(s) and/or students must report any arrest of a student or behavior in which law enforcement involved, to their high school administrators or coach within two weeks (14 calendar days) of the arrest or behavior. The two-week time frame includes weekend, school holidays, and summer vacation.

#### **Felonies**

A student who is arrested for, or charged with a felony or charged with an act that would constitute a felony if committed by an adult shall be automatically suspended from interscholastic activities. Students will not be permitted to participate in preseason activities. The student shall remain suspended until: (1) The charges are completely dismissed; (2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined for misdemeanors or alcohol/drugs; (3) The student is found not guilty; or (4) The student successfully completes the consequences assigned by the judge or agreed to by the student, including probation or diversion. Evidence that the probation period has expired, fines have been paid and/or community service has been completed as required.

If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted (*nolle prosequi*), the student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may not be sufficient to lift the student's consequences.

### **In-School Suspension (ISS)**

Any student-athlete this is disciplined by assignment to In-School Suspension (ISS) is suspended from athletic competition until his or her assigned time is completed in ISS. Any further punishment will be

### **Out-of-School Suspension (OSS)**

If a student-athlete is disciplined by suspension from school, then he or she is suspended from being present at any athletic practice or competition. Once the suspension has been completed then the student athlete can return to athletic practice and competition. Any further punishment will be determined by the head coach.

### **Dismissal**

An athlete that is dismissed from a team may only return to that team with the permission of the head coach. The head coach must have a legitimate reason for dismissing an athlete (ex. Breaking rules, drug use, etc.). Before any athlete is dismissed from a team it must be reported to the athletic director.

### **Absences**

Jasper County Schools policy prohibits participation in any extracurricular activity if a student is not present at school for at least one-half of the school day unless there is a clear and justifiable reason for the absence. Any student who is absent for more than one-half of a school day and wishes to participate in an extracurricular activity, including practices, on that day must receive approval to do so by **school administrators before the absence occurs**.

### **Practices: In-Season**

Although practice schedules differ from sport to sport, it is our philosophy that our student-athletes are **students first and athletes second**. We strongly encourage our coaching staff to take this philosophy into consideration when developing practice and game schedules. There may not be any mandatory practices on Sundays and any Sunday practices are highly discouraged by the administration of Jasper County Schools. Any attendance at Sunday practices must be strictly voluntary and non-attendance by a student-athlete may not be used as a reason to disallow a student-athlete from any game participation time nor can a student-athlete be disciplined in any way for non-attendance of a Sunday practice.

### **Practices: Off-Season**

Practices held during the off-season may not be mandatory nor may they be a prerequisite for participation or membership on a team. This means that a coach cannot require a student-athlete to make up a practice he or she misses out of season. While rewards and incentives may be used to encourage attendance, participation may not be made mandatory.

### **Consequences for Quitting a Sport During the Season**

Student-Athletes are expected to complete the season of the sport in which they are participating in its' entirety. However, we recognize conflicts do arise and that there may be no other satisfactory solution than for a student-athlete to leave the team. If such a situation occurs, it is requested that the student athlete and his or her parent(s) meet with the Head Coach, the school Athletic Director, and/or the Principal to discuss the reason(s) for quitting the sport. If a resolution cannot be reached that would allow for continued participation, then all parties will agree that this is the best course of action.

If as student-athlete quits one sport, he/she will not be allowed to participate in another sport until that sport is out of season. Strong consideration will be given as to whether or not the student-athlete will be able to try-out and compete in another sport that year. In this case, the determination will be made by the Athletic Director in conjunction with the head coach of the sport that the athlete quit, the head coach of the sport the student-athlete will be trying out for, and the parents of the student-athlete.

### **Conflicts Among Extracurricular Activities**

Jasper County Schools encourages students to become involved in a variety of extracurricular activities according to their individual interests and skills. The faculty and staff at Jasper County Schools are committed to working together to allow maximum student involvement. We recognize that this philosophy will result in conflicts between many extracurricular activities from time to time. Head Coaches and/or Sponsors, the school Athletic Director, and/or Academics Events Coordinator, along with the student and parent(s) will meet together to work out a satisfactory solution based on the following considerations:

- A. Best interests of the school
- B. Best interests of the student
- C. Best interests of the team/activity as a whole

A key component in reaching an agreement on the best course of action will be a priority statement by the student-athlete and his or her parent(s) identifying which activity takes priority over another in the case where conflicts occur among activities.

**Fundraising**

Student-athletes may be expected to assume some of the responsibility for fundraising (cookie, donut, or other commodity sales, car washes, and other revenue-generating activities) for their respective sports so that a concerted effort (school, community, coach, and student-athlete) can be directed toward funding programs and toward providing a quality experience. Individual coaches and supporters of programs should not begin any activities or approach area merchants for donations without permission from the Athletic Director and Principal.

**Booster Club**

Booster club support is essential to providing a quality athletic program at the high school level. We encourage all parent(s) and other people and businesses of the community to join our booster club so that Jasper County Schools can provide the best opportunities for student-athletes to attain success through quality equipment and facilities.

**JASPER COUNTY CHARTER SYSTEM  
Transportation Policy for Athletics**

Students involved in all extracurricular activities at Jasper County Schools will be provided transportation to and from all away games/meets/matches. However, there will be instances where a student-athlete will be required to drive to a different location for practice. In these cases, a release for this travel must be on file with the Head Coach of that sport as well as the Athletic Director's office. A student-athlete may NOT transport another student-athlete unless he or she is a member of the same immediate family. Recent accidents and litigation have made this necessary. The student-athletes at Jasper County Schools will have a bus provided by the Jasper County Schools Board of Education and a trained driver to drive this bus to all away games/meets/matches. This is the safest way for all persons to get to and from events. Student-athletes at Jasper County Schools will not be released to any individual to ride private transportation following contests except the student-athletes parent(s) or legal guardian, and a release must be signed by the parent/guardian after the contest; no pre-approvals for being released to someone other than a parent/guardian will be allowed.

**JASPER COUNTY CHARTER SYSTEM  
Extra-Curricular Transportation Release Form**

I understand that my child \_\_\_\_\_, age \_\_\_\_\_, will be a passenger in a personally owned vehicle neither owned nor operated by Jasper County Schools. This personal vehicle will be used to transport my child from \_\_\_\_\_ for extra-curricular activities related to \_\_\_\_\_. I request that my son/daughter be allowed to travel in this fashion. The undersigned agrees to release, discharge, defend, hold harmless, and indemnify Jasper County Schools, its agents, employees, officers, trustees, representatives, insurers and others acting on behalf of Jasper County Schools, of and from all claims, demands, causes of actions and legal liabilities for injuries or death to my child. I agree not to bring any claims, demands, legal actions and causes of action for any economic and non-economic losses due to bodily injury, death, or property damage sustained by my child while in the aforementioned privately owned vehicle.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**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:** Only students who each year have a signed Internet Acceptable Use Agreement on file at the school may gain access to the Internet and use 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.

**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.

## 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. We know that things come up for families during the school year and we are committed to discuss any questions or concerns you may have regarding your child's attendance. Please stay in communication with your child's school regarding your child's school attendance. Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student/ his/her parents/guardian. Consistent school attendance is one of the building blocks for student success.

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 home school.

### Attendance Protocol

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

#### DEFINITIONS

**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 the 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

#### 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 [pkoffice@jasper.k12.ga.us](mailto:pkoffice@jasper.k12.ga.us) or child's weekly folder.

**JCPS** 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) or given to the student's teacher.

**WPES** Submit written attendance notes/documentation in the agenda. Doctor excuses may be sent in the child's agenda, faxed (706-468-4984), or emailed to [wpattendance@jasper.k12.ga.us](mailto:wpattendance@jasper.k12.ga.us) or child's weekly folder.

**JCMS** Submit written attendance notes/documentation that the student can turn in to their teacher. Doctor excuses may be faxed (706-468-1847), emailed to [jcmsattendance@jasper.k12.ga.us](mailto:jcmsattendance@jasper.k12.ga.us) or given to the student's teacher.

**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), emailed to [jchsattendance@jasper.k12.ga.us](mailto:jchsattendance@jasper.k12.ga.us) or given to the front office staff.

**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. **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.** 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.

**GRADES AND ABSENCES:** Final course grades of students shall not be penalized because of absences if the following conditions are met:

- Absences are justified and validated for excusable reasons.
- Make up work for excused absences was completed satisfactorily.

**REQUIREMENTS FOR DRIVER'S LICENSE OR PERMIT (TADRA - students 14 and older):** Certificate of Enrollment: Is required when a student applies for a driver's license or permit. This form must be completed by a school official to satisfy the relevant enrollment requirements.

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

- Referral to School Counselor (or designee): When a student accumulates any combination of 10 unexcused Tardies OR Early Checkouts.

**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. All student/parent contact should be documented in the student's Infinite Campus contact log.
- At five (5) unexcused absences: Student will be referred to the Jasper County Student Support Services Department/ARB. (Attendance Review Board). 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.
- At ten (10) unexcused absences: District personnel and sheriff's office will visit home when necessary. .
- At fifteen (15) unexcused absences: Jasper Co. Charter System Board of Education (JCCS) will send a US Certified Letter to the parent/guardian notifying them a referral has been made to Jasper Co. Sheriff's Office for violation of O.C.G.A. Section 20-2-690.1. Jasper Co. Sheriff's Office will refer parents, guardians, or other persons who have control or charge of the child(ren) to Jasper Co. Superior Court. Students may also be referred to Jasper County Court System and /or Jasper County Department of Family & Children Services for violation of O.C.G.A.20-2-690.1. Two parents residing in the same household with the child are equally responsible for the child's attendance at school.
- PreK attendance will be addressed as outlined in the JCCS PreK Handbook.

**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 – 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:

- NO pants with holes.
- Students are required to wear safe and appropriate shoes at all times. Sandals, flip flops and slides should not be worn during physical education classes. Athletic or appropriate shoes for athletic activity, including PE and recess, 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.
- Hats/hoods shall not be worn in the building or classroom.
- 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.

## **JCMS/JCHS Dress code policy**

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 garments. 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:**

- NO pants with holes.
- 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 3inches above the knee.
- 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.athletic
- 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 must be no more than (3 inches above knee) 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.



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.**

**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 email 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, as dictated by the deadlines listed above, or within 10 school days after officially enrolling in school.**

(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:

**Director of Technology**  
1411 College Street  
Monticello, GA 31064  
706-468-6350 ext. 113

#### **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 of 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 in 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, etc.) 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 (RDAs). 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 6-12.

**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. Fundraising 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.

#### **GRADING REQUIREMENTS**

	<i>Daily/HW</i>	<i>Quiz</i>	<i>Test</i>
JCPK	Standards-based		
JCPS	Standards-based		
WPES	90%		10%
JCMS	70%		30%
JCHS	10%	40%	50%
JCVA	SEE HANDBOOK		

## **Grading Expectations:**

WPES - 6-9 per 9 weeks

JCMS - min 1 grade per week (9 weeks) - min 3 summative assessments

JCHS - min 5 summatives, 8 formatives, unlimited (semester)

### **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:

#### **Director of Federal Programs and Student Services**

1411 College Street  
Monticello, GA 31064  
706-468-6350 ext. 113

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 preschool 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)]

### **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 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 support for students.

**What is the National Definition?** A tiered system of support 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 **preventative** 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 (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. Any student who 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: **Director of Federal Programs**

Office Address: **1411 College Street, Monticello, GA 31064**

Telephone Number: **(706) 468-6350**

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

Name or Title: **Director of Federal Programs**

Office Address: **1411 College Street, Monticello, GA 31064**  
Telephone Number: **(706) 468-6350**

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  
Office Address: **1411 College Street, Monticello, GA 31064**  
Telephone Number: **(706) 468-6350**

**Americans with Disabilities Act Coordinator:**

Name or Title: **Director of Instructional Support Services**  
Office Address: **1411 College Street, Monticello, GA 31064**  
Telephone Number: **(706) 468-6350**

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 parents 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>

**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.

## **PROMOTION REQUIREMENTS**

### **JCPS**

#### **Kindergarten:**

At the end of Kindergarten, a student must meet the following criteria:

Score at Developing or Above on 6 out of 7 (86%) ELA/Reading Progressions on the GKIDS 2.0 Assessment  
Score at Developing or Above on 4 out of 5 (80%) Math Progressions on the GKIDS 2.0 Assessment  
Score a benchmark score at the 25th percentile or higher on a nationally norm-referenced reading benchmark.  
Score a benchmark score at the 25th percentile or higher on a nationally norm-referenced math benchmark.  
Identify and recall fluently 100 sight words or more.  
Demonstrate fluency within 5 for addition and subtraction facts.

#### **First Grade:**

At the end of First grade, a student must:

Meet 85% of ELA/Reading standards  
Meet 85% of math standards  
Must score at the 25th percentile or higher on a National Normed referenced reading assessment.  
Must score at the 25th percentile or higher on a National Normed referenced math assessment.  
Must identify and recall fluently 200 sight words or more.  
Must demonstrate fluency within 10 for addition and subtraction (count up- count back).

#### **Second Grade:**

At the end of Second grade, a student must:

Meet 85% of ELA/Reading standards .  
Meet 85% of Math standards  
Must score at the 25th percentile or higher on a Nationally Normed referenced reading assessment.  
Must score at the 25th percentile or higher on a Nationally Normed referenced math assessment.  
Must identify and recall fluently 300 sight words or more.  
Must receive a Lexile score of 345 or higher.  
Must demonstrate fluency within 20 for addition and subtraction.

\*The principal has final responsibility for the promotion, retention, and/or placement of all students except for students in special education whose placement must be determined in accordance with the Individuals with Disabilities Education Act (IDEA).

### **WPES & JCMS**

- Participate in Georgia Milestones End of Grade testing administration
- Pass 3/4 academic subjects ( Math and Reading required)

The principal has final responsibility for the promotion, retention, and/or placement of all students except for students in special education whose placement must be determined in accordance with the Individuals with Disabilities Education Act (IDEA). There shall be no appeal of promotion, retention and/or placement decisions beyond school level.

To be classified as a 10th grade student	Must complete the academic year with: 5 Carnegie units - must include 1 Math and 1 English
To be classified as an 11th grade student	Must complete the academic year with: 11 Carnegie units - must include 2 Math, 2 English, and 1 Science
To be classified as a 12th grade student	Must complete the academic year with: 17 Carnegie units - they must consist of 3 Math, 3 English, 2 Science, 1 Social Studies
To graduate:	Students must have a minimum of 23 Carnegie Units including 4 Math, 4 English, 4 Science, 3 Social Studies

### SCHOOL GOVERNANCE TEAM

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 composed 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:

**Director of Instructional Services**

1411 College Street  
Monticello, GA 31064  
706-468-6350 ext. 113

### PROCEDURES FOR STUDENTS TO REPORT INAPPROPRIATE EMPLOYEE BEHAVIOR

*O.C.G.A. § 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 fulfill 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.

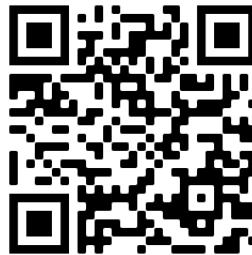
**Standard IV: Speaking up for Every Child**-Families are empowered to be advocates for their own and other children.

**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/8aFohNZEmKJd4A>

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).