



School \_\_\_\_\_

Student's Name (print) \_\_\_\_\_

Student's Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_

**Please check each box and sign at the bottom of this page to indicate that you have received and read the Parent/Guardian Information Packet for the 2022-2023 school year. Please complete the Annual Acknowledgement Page in Infinite Campus Parent Portal or return this form to your student's school to acknowledge receipt of this information packet.**

- Student Code of Conduct \*\*
- Student Bullying, Georgia State Law, HB 125
- Section 504 Procedural Safeguards
- Residence and Contact Information
- FERPA and PPRA Notification
- Child Find Project
- School Nutrition Charge Procedure
- Parental Right to Know Qualifications for Teachers and Paraprofessionals
- Complaint Procedures
- Fraud/Waste and Abuse Procedures
- School Attendance Procedures \*\*
- Student Accident Insurance Coverage Option \*\*
- Photo/Video Permission
- Participation Option

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* See Jackson County School District website ([JacksonSchoolsGA.org](http://JacksonSchoolsGA.org))**



**Jackson County Schools Student Code of Conduct**

An online copy of the Code of Conduct can be accessed on the Jackson County School System website at [JacksonSchoolsGA.org](http://JacksonSchoolsGA.org)

I have reviewed the 2022-2023 Jackson County Schools Student Code of Conduct. I understand that if I have any questions regarding the Code of Conduct, I can contact a teacher or an administrator for answers.

**Student Bullying**

In compliance with Georgia State Law, House Bill 1125, Section 1 Code section 20-2- 751.4(a)

As used in this Code Section, the term “bullying behavior” means any pattern of written or verbal expression or any physical act or gesture that is intended to ridicule, humiliate, intimidate, or cause measurable physical or emotional distress upon one or more students in the school, on school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events.

The following disciplinary consequences will occur for bullying infractions:

1. Consequence(s) to be determined by school administration
2. Consequence(s) to be determined by school administration
3. Alternative Placement

**Section 504 Procedural Safeguards**

Any student, parent or guardian who feels they have a grievance due to the school system’s actions or inactions regarding a student’s identification, evaluation, or educational placement may request an impartial hearing under Section 504. Requests for an impartial hearing must be made to the school system’s Section 504 Coordinator who can be reached at the Jackson County Board of Education office at 706-367-5151.

**Residence and Contact Information**

I understand that it is my responsibility as a parent/guardian to immediately notify my child’s school of any change of address or contact information. I understand that a new proof of residence document may be required.



**FERPA and PPRA Notifications**  
**Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") 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 of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official 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 is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Jackson County Board of Education designates certain information from student education records as "directory information," as is specified in this paragraph. Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information as to that individual student, such information will not be considered confidential and may be disclosed upon request. Directory information is as follows:

Each student's name, address, and telephone number; The date and place of birth of each student;

Each student's participation in clubs and sports;

The weight and height of a student if he or she is a member of an

athletic team; Dates of attendance at Jackson County Schools; and

Awards received during the time enrolled in the Jackson County School System;

Awards and recognitions announced during assemblies/ceremonies.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Jackson County Schools to comply with the requirements of FERPA.



### Jackson County School Nutrition Program Charge Procedure

Elementary and Middle School students will only be allowed to charge up to five (5) meals. **High School students and adults are not allowed to charge any meals.** A charge notice will be completed for each occurrence of a charged meal and notification will be sent home to the parent/guardian through the student. Once the cashier has sent home the third notification with no success in collecting outstanding charges, the principal or social worker will be asked to intervene in the collection of the delinquent payments and assessment of the need for free or reduced priced meals.

After five (5) charges, no further charges will be allowed, and the student will be given an alternative meal until charges are cleared. The alternative lunch meal will consist of a cold cheese sandwich, a choice of fruit or vegetable, and a carton of white milk. When a student is the recipient of an alternative meal, charging of à la carte items is not permitted.

For your convenience you can view your child's account and make payments through our online payment system at <https://www.jacksonschools.ga.org/>. You may also call the school cafeteria to check your current balance. You may also designate that your child can **never** charge, and we will record that request in your student's file. The charge option for all meals will end May 5, 2023, to clear charges for the school year.

Parents who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow maximum of (10) days to approve a new free and reduced-price meal application. No child is allowed a free or reduced-price meal without a current approved application on file in Nutrition Services. Parents will receive a notification letter of a student's eligibility showing the effective date. If a notification letter is not received within ten(10) days, parents should check with the School Nutrition Manager to see if the free and reduced application has been received.

The school system does not desire to give any student an alternative meal. We strongly encourage parents/guardians to monitor student accounts to prevent their child from receiving an alternative meal. It is the parents/guardian's responsibility to communicate with their child and/or the School Nutrition Manager or cashier regarding the child's account or meal charges.

If you need further assistance, please contact Mistene Pruitt at 706-367-5151 Ext 17624 or email [mmpruitt@jcss.us](mailto:mmpruitt@jcss.us).

Rebecca Thorpe  
School Nutrition Director

This institution is an equal opportunity provider.



To: Parents of Jackson County Students  
From: Special Education Director for Jackson County Schools

Re: Child Find

The Jackson County Public School System offers a full range of special education services for disabled and exceptional school age children. This includes programs and related services for students who are learning disabled, emotionally/behaviorally disordered, speech impaired, visually impaired, physically impaired, hearing impaired, intellectually disabled, autistic, traumatic brain injured, significantly developmentally delayed, other health impaired, and hospital/homebound.

Any disabled child, age three (3), as of September 1st, through age eighteen (18), or through age twenty-one (21) dependent on completion of his/her program, is eligible for special education services. In addition, center based and homebound services are available for preschool disabled children from age three (3) through age five (5). These programs are provided at no cost to the parent.

We are making every effort to locate all children residing in Jackson County, including students attending private schools, who are homeschooled, who are homeless, or who are wards of the state, and may need special education consideration now or in the future. Many children are already receiving this service. We feel that there are many others who are not. Some disabled school aged children may not be attending school because parents are not aware that there are special programs available.

We are asking for your help in locating disabled persons who are not receiving an education or who may need special education. We need information about children who are below age five (5) so that we can offer assistance to parents about possible existing services and can plan for future needs.

If you are the parent or legal guardian of a disabled child, you may make a referral by contacting: Special Education Director at (706) 367-5151

If your child has already been evaluated, we would appreciate copies of your child's records (i.e. psychological, medical, educational, etc.). You may authorize the release of the information by contacting the person(s) or agency who evaluated your child and asking that the records be sent to us. They should be addressed to the Special Education Director for Jackson County Schools, 1660 Winder Highway, Jefferson, Georgia 30549.

These records will be treated as confidential and will be maintained in the central office.

If you know of a disabled child who is not receiving an education, please pass this information along to the child's parent or guardian.

Unless we find the child, we cannot help!



Right to Know Professional Qualifications of Teachers and Paraprofessionals

July 30, 2022

Dear Parents:

In compliance with the requirements of the Every Student Succeeds Act, the Jackson County Schools would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher-
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
  
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualification, please contact the principal of your child's school.

Sincerely,

Dr. Philip Brown, Superintendent



**Complaint Procedures under the ESEA Act**

Section 9304 – General Applicability of State Educational Agency Assurances  
Section 9503 – Complaint Process for Participation of Private School Children

**A. Grounds for a Complaint**

Any individual, organization or agency (“complainant”) may file a complaint with the Jackson County Board of Education if that individual, organization or agency believes and alleges that a local educational agency (“LEA”), the state educational agency (“SEA”), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the ESEA Act. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

**B. Federal Programs for Which Complaints Can Be Filed**

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title II, Part A: Teacher and Principal Training and Recruiting Fund
7. Title II, Part B: Mathematics and Science Partnership
8. Title II, Part D: Enhancing Education Through Technology
9. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
10. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
11. Title IV, Part A, Subpart 2: Community Service Grants
12. Title IV, Part B: 21st Century Community Learning Centers
13. Title V, Part A: Innovative Programs
14. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program 2
15. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
16. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
17. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

**C. Filing a Complaint**

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the LEA, SEA, agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;





1. Whether a complaint has been filed with any other government agency, and if so, which agency;
2. Copies of all applicable documents supporting the complainant's position; and
3. The address of the complainant.

The complaint must be addressed to: Jackson County Board of Education, 1660 Winder Highway  
Jefferson, GA 30549

Once the complaint is received by the Jackson County Board of Education, it will be copied and forwarded to the appropriate Director of Federal Programs.

#### A. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Director of Federal Programs or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the LEA received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the LEA may investigate or address the complaint; and
4. Any other pertinent information.

If the complaint involves other entities, the LEA will also send a copy of the Letter of Acknowledgement to the other entity, along with a copy of the complaint. The LEA will contact the other entity to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the LEA will invite the entity to submit a written response to the LEA, and to provide a copy of the response to the complainant.

Appropriate LEA staff will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the LEA will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

#### B. Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the LEA, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education, Office of Legal Services, 205 Jesse Hill Jr. Drive SE, 2052 Twin Tower East, Atlanta, GA 30334. The review is at the Department's discretion.

For complaints filed pursuant to Section 9503 (20

U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the LEA decision to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the LEA decision and include a complete statement of the reasons supporting the appeal.





Jackson County School System  
Fraud, Waste and Abuse Reporting Policy  
Ethics and Fraud, Waste, and Abuse Fraud Administrative Regulations

Purpose:

To ensure that the reporting of suspicion of fraudulent activity the Jackson County Board of Education ensures employees, Clients and providers of confidential channels to report suspicious activities.

Definitions:

Fraud: a false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants.

Statement of Administrative Regulations:

Jackson County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Confidentiality:

All reports of suspect fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraud concerning federal programs should report their concerns to: Jackson County Schools  
1660 Winder Hwy.  
Jefferson, GA 30549
2. Concerns may also be reported directly to the Superintendent.
3. Any concerned Jackson County School System employee who receives a report of suspected fraudulent activity must report this information within the next business day. You are to contact the Superintendent's Office at 706-367-5151. Employees have the responsibility to report suspected fraud. All reports can be made in confidence
4. The Jackson County Board of Education shall conduct investigations of employees, providers, contractors, or vendors. If necessary, you will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.



### School Attendance Procedures 2022-2023

As educators and parents, we all recognize the relationships between daily school attendance, student performance, graduation, and habits in the workplace. We also know that the amount of time actually spent in class is a good measure of student access to an education and ultimate success. Each tardy or absence means a student has lost an opportunity to learn. Regular attendance is essential if students are to receive the maximum benefits of the instructional program. Excessive absences, tardies, and early checkouts result in the loss of valuable learning time and a decrease in student interest.

#### ABSENCES

Excused: Students will be excused from school under the following circumstances:

1. Personal illness or attendance in school endangering a student's health or the health of others
2. A serious illness or death in a student's family necessitating an absence.
3. A court order or an order by a government agency, including pre induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. One day per school year will be excused for the treatment of head lice.
6. Conditions rendering attendance impossible or hazardous to student's health or safety.
7. A scheduled medical, dental or eye examination of the student.
8. Registering to vote or voting, for a period not to exceed one day.
9. Visiting a parent or legal guardian who is in the military service in the armed forces and has been called to duty or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.

Unexcused: Absences are unexcused for all other reasons, including but not limited to: missing the bus, oversleeping, power outage, vacations, trips, family visits, car trouble, baby-sitting, running errands, and/or skipping school, etc.

When a student is absent from school, the following procedure should be followed:

The student must bring a note from his/her guardian explaining why the student was absent from school the day following the absence. The note should include the date, reason, parent/guardian signature and phone number for verification and should be turned in to the attendance clerk at the beginning of the following school day. Parents are only allowed to write notes excusing up to 5 absences for the entire year. A Parent Note must be for an excused reason or it will not be accepted. Notes to excuse absences should be turned in no later than 5 days after the absence occurred.

Students are expected to make up all missed work, regardless of the reason for the absence. They will receive full credit for work missed due to an excused absence. It is the STUDENT'S RESPONSIBILITY to obtain and turn in all the missing assignments to the teacher. Teachers will establish timelines for make-up work to be turned in for credit.

You may access the current attendance procedures at any time online at the district website: [JacksonSchoolsGA.org](http://JacksonSchoolsGA.org)



## **EXCESSIVE ABSENCES**

Chronic absenteeism affects a student's ability to learn and succeed in school. School approved field trips or activities, medically documented absences, and suspensions will NOT count toward excessive absences. If a student has a serious medical or legal problem, the student's parent/guardian should notify the student's counselor.

Procedure for parent notification of excessive absences:

A letter will be mailed home to parents/guardian(s) when the student has missed 3 unexcused days of school. When a student has missed 5 unexcused days of school, a letter will be sent home in order to request a meeting to discuss absences. The school social worker will be notified at this point. If the unexcused absences do not improve and the parent/guardian(s) are not communicating with the school, the parent/guardian will be referred to the Attendance Review Board at the courthouse. Students may not have more than 9 unexcused absences per school year.

### **Possible Consequences and Penalties for Parents and Students**

A parent/guardian who violates the Compulsory Education Law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject per violation to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's unexcused absence beyond five unexcused absences constitutes one violation.

**School System's Responsibilities:** If the school system is made aware that a child between the ages of six and sixteen or any child who has enrolled for twenty school days or more in a public school prior to their sixth birthday is not enrolled in public school, private school, or a home study program, the Superintendent has the authority and responsibility to file proceedings in court to enforce the mandatory education laws.

### **State Laws:**

Mandatory Education for Children between Ages 6 and 16 – O.C.G.A. 20-2-690.1 Student Attendance Protocol Committee – O.C.G.A. 20-2-690.2

Teenage and Adult Driver Responsibility Act – O.C.G.A. 40-5-22



**Accident Insurance Coverage Option**

July 30, 2022

Dear Jackson County Schools Parents/Guardians,

The Jackson County Board of Education is pleased to extend Student Accident Insurance Coverage as an option for parents and/or guardians to consider. The Axis Insurance Company provides coverage at a very reasonable rate should your child get injured at school or while participating in a school event. Please take time to review this information and consider for your child or children. If you choose to not participate, please understand that the school board is limited in its ability to provide financial support should an injury occur as all public schools in Georgia fall under sovereign immunity.

We encourage you to consider this option. Please contact if you have questions. Thank you



### Photo/Video Release

Opportunities may arise for members of our staff or others we authorize to photograph, interview or record your child for presentations about our school or the Jackson County School System.

The acknowledgement above allows for your child to be photographed, interviewed or videotaped for stories/articles promoting our school or the school system. These presentations may include a variety of media, including print publications, television, radio, or social media. None of these presentations, including the use of classwork or artwork, provide any fee or compensation. The above acknowledgement stands as permission given without fee or other compensation to use photographs, videotapes, audiotapes, artwork, and class work of my child for promotional and/or educational purposes.

Parents may request that their student not be photographed or videotaped. If you want to exclude your child from ALL such activities, complete and return a copy of the Media Opt Out form, which is available at the front office of your child's school. Please note that the request cannot be honored at activities that are open to the public.

### Club and Organization Participation Option

Parents may request that their student not participate in a particular school club or organization. A list of school clubs and organizations can be found on each school's website.

If you DO NOT want your student to participate in a school club(s) and/or organization(s), please contact your child's school for the appropriate Non-Participation form. Please complete and return it to the school's front office.