

# JCES Student Handbook

## 2024-2025



### Johnson County Elementary School

2160 West Elm Street  
Wrightsville, GA 31096  
[www.johnson.k12.ga.us/es](http://www.johnson.k12.ga.us/es)

Phone: (478)864-3446

Fax: (478) 864-4056

Email: first name\_\_last [name@johnson.k12.ga.us](mailto:name@johnson.k12.ga.us)

Charles Howard, Ed.S.  
Principal

Beth Martin, Ed.S.  
Asst. Principal

*As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the system superintendent's office at 221 Herschel Walker Drive, Wrightsville, GA 31096 (478)864-3302. At any time during the school year that you would like to receive your documents in your native language or would like an interpreter, please contact Principal Charles Howard.*

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## Message from the Principal

Dear Parents:

It is my pleasure to welcome you to Johnson County Elementary School! We are excited about the new school year and the opportunities for learning that lie ahead.

Student outcomes and success largely depend upon the cohesive connection between the school and parents. We acknowledge the importance of parental involvement and desire a relationship with our parents with the understanding that our students will be the beneficiaries. Your support is appreciated and your input/feedback is valued.

As a school, we are fully committed to fostering the intellectual and emotional growth of your child as well as creating a fun and supportive school environment. Please feel free to reach out to me or your child's teacher if you have any questions or concerns. Let's have a great school year!

Sincerely,

Charles Howard, JCES Principal

## **Mission/Beliefs**

### Johnson County Schools: Mission Statement

The mission of the Johnson County School System is to prepare students to meet or exceed standards in order to graduate on time and pursue postsecondary and career options.

### Johnson County Elementary School: Mission Statement and Belief Statements

The mission of the Johnson County Elementary School is to prepare students for sixth grade who are meeting or exceeding standards in order to graduate on time and pursue postsecondary opportunities.

### We Believe:

- Student achievement is directly correlated to teacher expectations.
- Given appropriate resources and time, all students can learn.
- All people are worthy of respect.
- Students should be life-long learners.
- Parents, educators, and the community should assume responsibility for the education of its young people.
- School climate affects teaching and learning.

## **Home-School Communications**

We will maintain close contact with home. We believe the needs of children can only be appropriately met when communication between home and school is strong.

- The school system's website may be accessed for school updates and information ([www.johnsoncountyschools.org](http://www.johnsoncountyschools.org))
- Visit us on Facebook and Twitter - Johnson County Schools
- The school needs each child's parent(s) to provide his/her teacher with two working phone numbers and to join their child's teacher's Remind.
- Newsletters will be shared via Remind with a focus on special events, projects, and academic highlights.
- Parent Conferences are encouraged and can be arranged through the teacher. Please call to make an appointment. In addition to conferences scheduled throughout the year, October 17th and March 20th will be afternoon parent conference days. Students will be released from school at noon on those days.
- School staff, students, and parents are expected to work together to support all communication between home and school.

## **Student Records/Directory Information**

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights

Amendments (PPRA). The board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Additionally, parents will be notified directly of these policies at least annually via the Student Handbook issued to students at the beginning of each school year or at the student's time of enrollment.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English speaking parents, of their rights under the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA), either by letter or through a student handbook distributed to each student in school.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The Board of Education designates the following information as "directory information." 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 on the individual student, such information will not be considered confidential and may be disclosed upon request.

- (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 clubs and sports;
- (e) Weight and height of student if he/she is a member of an athletic team;
- (f) Dates of attendance at schools within the school district;
- (g) Honors and awards received during the time enrolled in the district's schools;
- (h) Video, audio or film images or recordings;
- (i) Photograph; and
- (j) Grade level.

Student records shall be provided to schools within or outside the school district upon request of the school where a student is enrolling in accordance with Georgia Board of Education Rule 160-5-1-.14, Transfer of Student Records.

#### **Procedures For Obtaining Access to Student Records**

Any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

With the exception of directory information as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except where authorized by federal law. These circumstances include, but are not limited to:

1. Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs;
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.

5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.

6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction.

7. Disclosures will be made to accrediting institutions to carry out their accrediting function.

8. Disclosures will be made in connection with a health or safety emergency.

9. Disclosures will be made to the Attorney General of the United States or to his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 18 U.S.C. 2332(b)(5)(B) and 2331.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the Act.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

##### Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

##### Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

## **Arrival**

The school day begins at 8:00 A.M. and students are considered tardy if they are not present in the school building by this time. Parents are expected to leave students at school no earlier than 7:15 A.M. All car rider drop off will be in the back of the school using the back drive off of Chadwick Drive. School staff will supervise students beginning at 7:30 A.M. Due to safety concerns, parents will only be allowed to escort their child to class the first two days of school. After this time, students will need to ride the bus or be dropped off in the car rider line.

## **Student Check Out**

For the safety of all students, anyone checking a student out of school early will have to show identification. If the person is not on the pick up list for the student, they will not be allowed to check the student out of school. Anyone picking up a student in the car rider line will also need to be able to show identification and be on the pick up list for that student.

## **Dismissal**

Once dismissal activities begin at 2:55, students will NOT be called for early release to the front office. Also, no dismissal changes will be accepted after 2:30. Adults who are picking up car riders are required to use the back access road off Chadwick Drive behind the school, this includes parents who are walking to avoid the car rider line. Each student will only have one method of transportation. All requests to have your child leave school other than the one daily method must be in the form of a written note and given to the homeroom teacher or emailed to [note@johnson.k12.ga.us](mailto:note@johnson.k12.ga.us) so that the office can arrange the request. This email should be received by 2:30. A reply will be sent once the email is received. No phone calls for any transportation change will be accepted. All students must be off the school campus by 3:30 each day.

## **Required Documents**

Georgia law requires the following for enrollment:

- Social Security number and copy of the card (or a Social Security Waiver Form)

- Certified copy of birth certificate
- Up-to-date copy of immunization record on a Georgia form
- Eye, Ear, & Dental certificate

JCES also requires proof of residency in Johnson County.

## **Immunization**

State law requires that every child who is admitted to public school have a completed Georgia Immunization Certificate on file. Children will not be able to attend school without these certificates.

## **School Clinic**

Basic first aid is provided by the school nurse or designated staff. If you do not wish for your child to receive over the counter medications (Tylenol, Benadryl) for symptoms due to minor illness, please send a written statement. Medications will be administered according to the manufacturer's recommendations. Please note: If the school nurse calls and notifies you that your child is sick and needs to be picked up, this will be counted as an excused absence.

## **Deliveries**

Students are not allowed to receive deliveries (floral, balloons, etc.).

### **JOHNSON COUNTY SCHOOL DISTRICT WELLNESS POLICY**

The Johnson County Board of Education recognizes that student wellness and proper nutrition are related to students' well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes and protects student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

In accordance with federal law, the Johnson County School District has involved parents, students, representatives of school nutrition programs, school administrators, and the public in developing a district-wide wellness policy. After considering input from persons interested in the promotion of overall student health and well-being, the Board establishes these policy goals to promote student wellness.

#### **Set Nutrition Education Goals**

1. State and local district health education curriculum standards and guidelines are followed (Georgia Core Curriculum-GA Performance Standards).
2. Web links that relate to good nutrition, physical activity, and wellness will be made available to students, staff, and parents through school website and social media.
3. Nutrition education is offered to students in health classes and in all related subjects to promote overall student health and well-being.
4. Nutrition education is offered in the school cafeteria with dining rooms being transformed into nutrition learning laboratories.



5. Schools will provide information to families that encourage them to teach their children about health and nutrition.

#### **Goals for Nutrition Promotion**

1. The school system shall use outside resources, such as Johnson County Health Department, local media, school website, digital school signs, Johnson County Farm Bureau, and the Cooperative Extension Agency to provide nutrition and wellness education.
2. Nutrition education will be evident in the school cafeteria through posters, bulletin boards, flyers, and handouts interchanged three times per school year.
3. Taste test at all school levels by school nutrition program to encourage new or healthier versions of food items at least twice per school year.
4. The nutrition education program meets State standards.
5. Nutrition education teaches students the skills they need to adopt healthy eating behaviors in lesson plans as curriculum allows.
6. Nutrition education is integrated into scheduled physical education classes wherever possible.
7. Nutrition education is integrated into the core curriculum wherever possible.
8. Guidelines for reimbursable school meals will meet the nutrition requirements and regulations for the National School Lunch Program and School Breakfast Program.
9. Farm to School initiatives and activities will be provided utilizing School Nutrition Program, Johnson County Young Farmers, and CTAE/Agriculture Education programs.
10. A registered nurse is consulted as needed for special diets and Individualized Education Plans as needed.
11. Nutrition guidelines are established for a la carte, vending and other foods available on the school campus per Smart Snacks initiative.
12. Wellness information will be incorporated into parent meetings to encourage them to teach their children about wellness and nutrition at least twice a year.

#### **Set Physical Activity Goals**

1. All students will be provided equal opportunity to participate in physical education classes throughout the school year.
2. Physical education teachers are encouraged to provide supervised structured daily physical activity.
3. All physical education classes are taught by teachers who are certified to teach physical education.
4. Students are encouraged to be involved in physical activity in the community, school sponsored events, and extracurricular activities.
5. Recess or physical activity cannot be used as a means of punishment or reward.
6. Students shall participate in state fitness gram testing annually.

#### **Establish Nutrition Standards for All foods Available on School Campuses During the School Day**

1. All foods served in the school nutrition program meet regulations under the Child Nutrition Act and the Richard B. Russell National School Lunch Act.
2. Birthday celebrations are not allowed at school.

3. Class celebrations that occur during the school day must be approved by the school principal and conducted under the supervision of the teacher. Class celebrations that include food shall follow the guidelines below.
4. All non-hazardous and potentially hazardous foods must be enclosed in sealed packages from a licensed commercial source. Examples of potentially hazardous foods include foods made with poultry, meats, rice, pasta, beans, potatoes, eggs, seafood, mayonnaise, dairy products, casseroles and sauces containing meat. Baked goods prepared by a licensed and inspected commercial source are allowable (i.e., bakery).
5. Food as a reward should be approved by the building principal and meet Smart Snack guidelines. The food should be served outside of meal service time.
6. The Johnson County Board of Education prohibits the sale of foods that do not meet the Smart Snacks guidelines during the school day. Effective July 1, 2014, the USDA Smart Snacks nutrition standards apply to the sale of competitive foods to students in public schools, private schools and RCCIs participating in the NSLP and SBP. The Smart Snacks standards apply to all areas of the school campus during the school day (foods and beverages available to students in cafeterias, in vending machines, concession stands, and school stores during the school day). Sale means the exchange of foods and beverages for a determined amount of money or its equivalent, such as tickets, coupons, tokens and similar items. Sales also include any activities that suggest a student donation in exchange for foods and beverages. The school campus is all areas of the property under the jurisdiction of the school that are accessible to students during the school day. The school day is the period from midnight before to 30 minutes after the end of the official school day. Only marketing of foods and beverages that meet competitive food standards is permitted on the school campus during the school day.
7. Food fundraisers may not be sold in the cafeteria or in competition with school breakfast or lunch.
8. All outside deliveries to be consumed on campus will be prohibited during a regular school day.

**Other School-Based Activities Designed to Promote Student Wellness**

1. Lunch should be scheduled as near traditional lunch times as possible. Interferences with this time allotment should be minimized and not occur on a regular basis. Students should be given adequate time to eat school meals after being seated.
2. All school nutrition personnel shall have adequate in-service training in food service operations.
3. Wellness Policy is made available to all via [www.johnson.k12.ga.us](http://www.johnson.k12.ga.us).
4. Provide screening opportunities for health related issues such as hearing, vision, and scoliosis when requested by parents and/or staff.

Annual measurable goals shall be set annually by stakeholders and school-level wellness members. Goals shall be evaluated annually by wellness committee or designee. Goals and evaluation will be posted and made available to all via [www.johnson.k12.ga.us](http://www.johnson.k12.ga.us) annually.

The Superintendent or designee shall be responsible for overseeing the implementation of the wellness policy and shall develop procedures for evaluation, including indicators that may be used to measure the schools' success in meeting the goals set forth herein. In each school, the principal or designee shall be charged with operational responsibility for ensuring that the school works toward the goals set within the wellness policy and shall report on the school's compliance to the Superintendent or designee.

School nutrition staff at the district level shall monitor compliance with nutrition guidelines within the school nutrition areas and will report on this matter to the Superintendent at the district level, or the school principal at the school level upon request. The Superintendent or designee shall develop an annual summary report on district-wide compliance with the wellness policy, based on input from schools within the district. That report shall be provided to the public via [www.johnson.k12.ga.us](http://www.johnson.k12.ga.us).

This committee shall be chaired by the School Nutrition Program Director. The wellness committee will review and address wellness goals and progress at each of their three meetings. The policy shall be evaluated annually for its effectiveness and implementation at each school site by the school principal, wellness committee members, school nutrition staff, and randomly selected students, parents, and teachers. Upon the completion of the evaluation, the Wellness Committee shall develop an annual summary report on district-wide compliance with the wellness policy. This report will be made public via [www.johnson.k12.ga.us](http://www.johnson.k12.ga.us).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## Field Trips

Parents may sometimes be invited to chaperone class field trips. If a parent agrees to chaperone a trip, we ask that they do not bring other siblings or family members along, so as not to distract

from the task of supervising students. Parents are expected to provide their own transportation on trips.

### **No School Designation Parent Notification and Intradistrict Transfers**

Federal requirements state that parents or guardians who have children attending a Title I school be notified of how well their school is preparing its students for college and/or a career, as well as the school's designation.

Certain Title I schools are designated as Comprehensive Support and Improvement (CSI) schools, Targeted Support Improvement, and Promise or Tier IV schools. One of the measures to determine the status is the College and Career Ready Performance Index (CCRPI), which serves as a comprehensive report card for all schools in Georgia. The CCRPI provides a score between 0-100 for each school, and that score measures how well the school is doing in preparing its students to be successful in college and/or a career. Our CCRPI score is 79.6.

At Johnson County Elementary, we take pride in the teaching we provide for our children. Our teachers and staff members work very hard to meet the needs of all students to ensure they achieve at their highest potential.

Based on our school's designation status, the Intradistrict Transfer Option law does not apply to our school. Since our district only has one school at each level, there is no choice. Additionally, our school is not required to offer supplemental academic services.

An important part of Johnson County Elementary's success is parent participation and support in developing activities to improve student achievement. We hope that you will become involved in our school improvement work as we continue to monitor student achievement and set high expectations. If you are interested in participating in the development of our school improvement plans, being a part of our family engagement team or have questions about how you can better help your child in school, please contact Principal Charles Howard.

### **Instructional Program**

Students will receive instruction in reading, English, spelling, writing, speaking, mathematics, science, social studies, health/safety, physical education, social and emotional learning and drug education. The JCES curriculum will be based on the Georgia Standards of Excellence and is enhanced with several performance based programs and designs.

### **Virtual Learning**

Virtual learning is not offered as an option at this time.

### **Gifted**

The program for the gifted in Johnson County is conducted in accordance with State Department of Education guidelines. Students may be referred for consideration by a person who has knowledge of the abilities of the students or through inclusion in the "pool" of candidates eligible for automatic referral.

## **Homework**

Homework is an integral part of the total instructional program. Its purpose is to reinforce material taught in school, to enrich the school curriculum, to instill in the student a sense of responsibility, and to involve parents in the learning process. The amount of homework will not exceed 10 minutes per night in first grade, 20 in 2nd, and 30 in 3rd through 5th. When there are homework assignments, it is important that children do their very best. Individual teachers will give parents information about homework assignment requirements. We will refrain from assigning homework during state assessments.

Research indicates two important facts:

1. Students who read for at least 35 minutes a day tend to make better scores on achievement tests.
2. Reading with your child is the most important thing you, as a parent, can do to help your child become a better reader.

## **Intervention**

Various intervention programs are in place throughout the school to help students master specific skills for which they may need additional assistance for a number of reasons. The interventions that occur during the school day are considered to be an integral part of the total instructional program, and as such are not optional. We are determined at Johnson County Elementary to do whatever it takes for students to achieve academic success.

## **Student Testing**

Students in grades K-5 are tested annually with state required tests. Kindergartners will participate in the GKIDS 2.0. Students in grades K-5 will complete a pre and post assessment. Students in grades 3-5 will also be taking a state required assessment (Georgia Milestones End of Grade Assessment) and is a component in the promotion criteria for 3rd and 5th grades. Due to testing security, no phones or other electronic devices are to be in the testing areas. Exact dates for all tests will be sent home. These tests are important; please encourage your child to do his or her best.

## **Report Cards and Progress Reports**

Report cards will be issued every nine weeks and progress reports during the middle part of each grading period. Students in Kindergarten will receive GKIDS reports every nine weeks and at each progress report period. Students in 1st - 5th grades will receive a numerical grade for Language Arts, Reading, Mathematics, Science, Social Studies, Physical Education and Gifted, if applicable.

## **Honor Roll/Merit List/Perfect Attendance**

A student in grades 1-5 who receives all A's each nine weeks in Language Arts, Mathematics, Science, Social Studies, Reading and Gifted (if applicable), and all satisfactory scores in Physical Education will be on Honor Roll.

A student in grades 1-5 who has an overall A average in Language Arts, Mathematics, Science, Social Studies, Reading and Gifted (if applicable) and all satisfactory scores in Physical Education will be on the Merit List.

To be eligible to receive the highest average in a subject area, the student must have been enrolled at Johnson County Elementary School for three of the four nine weeks for that school year. Also to be eligible to receive the highest overall average award given in fifth grade to the student who has had the highest overall average for grades 1-5, the student has to be enrolled as a Johnson County Elementary student for at least three years.

A student in grades K-5 who comes to school in accordance with the school calendar, without missing a day, and whose tardies/early dismissals are less than 5 will be on the Perfect Attendance List. Remember: Tardies and early releases DO affect perfect attendance.

### **Promotion Policy For K-5**

The placement of promotion of every student into a grade, class, or program shall be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

**Kindergarten** - Students must meet the standards in the area of English/Language Arts and Mathematics on the GKIDS and be recommended for promotion by the classroom teacher.

**Grades 1 and 2** - Students must pass language arts and mathematics and be recommended for promotion by the classroom teacher.

**Grade 3** - Students must pass language arts and mathematics and successfully complete the reading portion of the state required assessment.

**Grade 4** - Students must earn a final report card grade of 70 or above in language arts and mathematics.

**Grade 5** - Students must earn a final report card grade of 70 or above in language arts, reading and mathematics and successfully complete the reading and mathematics portions of the state required assessment.

The school principal or designee may retain a student who performs satisfactorily on the state required assessment but who does not meet promotion standards and criteria established by the Johnson County Board of Education.

**Attendance Requirements** - Students who are absent more than 14 days in a school year are in danger of not being promoted to the next grade.

Promotion and retention of special education students will be based on the goals and objectives outlined in the Individualized Education Plan (IEP). Regular education policies will apply to those students and procedures not specifically addressed in the IEP.

The parent will be kept informed of the student's progress by progress reports, report cards, and conferences. As soon as it appears that a child may be retained, the teacher will schedule a conference with the parents/guardians.

## Parental Involvement and School Compact

### PTO

Partnership between parents and school is very important for children's success. We encourage every parent to participate and actively support the PTO. Meetings dates will be included in our newsletters and on our school's website ([www.johnson county schools.org](http://www.johnson county schools.org)).

### Other Parental Involvement Opportunities

The school promotes parental involvement through parent/teacher conferences (see section on Home-School Communication) and special grade level activities. Each grade level will invite parents to these special occasions.

Please refer to our School-Parent-Student Compact which is inserted in this handbook. The compact details the shared responsibilities for supporting students' attainment of high academic achievement. Please review it with your child, sign it, and return it to your child's homeroom teacher.

## Family & Community Engagement Timeline

Schools	July / August	September	October
JCES	Community "Chat & Chew" w/ Admin Title I Annual Parent Mtg ( <i>Share compacts, budget updates, and PFE Policy</i> ) Parent Orientation Parent Skills ( <i>Liaison and Community</i> )	Grandparents and Literacy Day Quality Family Time Movie Night PTO (Literacy focused)	Parent Advisory Council (PAC) Family Book Night Parent Conference Day PTO (technology/ STEM and Literacy) Parent Skills ( <i>Liaison and Community</i> ) Headstart Community Breakfast
	November / December	January	February
JCES	PARENT ENGAGEMENT MONTH! PTO (Literacy Night) Parent workshop module (Parenting Skills) ESOL / International Night Parent Skills ( <i>Liaison and Community</i> ) Family Quality Time – Shoebox Parade	Parent Advisory Council (PAC) Math / STEM Night Parent Community Group ( <i>Rowland and Community</i> )	School Council Parent Conference Day PTO (Soc. Stu. Interactions) Parent workshop module (Parenting Skills) Parent Skills ( <i>Liaison and Community</i> )
	March	April	May / June
JCES	PTO – GMAS Assessments / STEM Focused Title I Planning Mtg (Compacts, dev. Surveys, and <i>PFE Policy</i> ) Parent Community Group ( <i>Rowland and Community</i> )	Parent Advisory Council (PAC) focused on Data Title I Planning Mtg (CLIP, SIP) Parent workshop module (Parenting Skills) Parent Skills ( <i>Liaison and Community</i> )	Student Parent Celebration Day Pre-K Parent Visitation Parent Transition workshop (Headstart & Pre-K to Kdg) Kdg Move On Ceremony 5 <sup>th</sup> to 6 <sup>th</sup> Transition Night JCES Honors Night

### ***Building Partnerships***

Partnerships between parents, students, and school are vital to promote student success and are critical in our efforts to provide quality education to our children. The following activities are planned to increase parent and family engagement at Johnson County Elementary:

- Title I Annual Meeting
- Parent Orientation
- Student/Parent Celebration Night (Honors Night, Grade Level, Kindergarten Recognition Day, etc.)
- Curriculum Spotlight Nights
- Community Walk
- PTO Meetings (state testing, literacy, STEM, etc.)
- Kindergarten Transition Event
- 5th/6th Transition
- JCES Book Fair Family Night
- Parent Conferences
- Shoebox Parade
- Career Day
- Field Day
- Grades Pre-K-5th Student/Parent Celebration Days
- Title I Parent Planning Meetings
- Parent Advisory Council
- ESOL International Night
- Grandparents Literacy Day
- Petting Zoo
- Family Literacy Picnic
- Parent Satisfaction Survey

### ***Communication about Student Learning***

Johnson County Elementary encourages stakeholders to visit and take an active role as parents, family, and community engagers. JCES is committed to provide frequent reports to parents concerning student progress.

Some of the ways may include.

- Parent/student handbook
- Weekly/biweekly grade reports/newsletters
- Parent Portal (Infinite Campus)
- Parent teacher conferences (½ days and parent/teacher requested)
- Daily agendas/homework folders
- Phone calls (Individual and system wide)
- Flyers/PTO/School Marquee/Newspaper/Social Media/Remind
- As often as reasonable, JCES provides translations of materials via TransAct and an interpreter for conferences in the family's native language.

Johnson County Elementary parents have joined with the staff to develop ideas about how families can support student success.

Our ideas to share include:

- Try to attend all events including parent training sessions offered by the school.
- Spend time with students discussing and sharing school experiences.
- Look for agendas nightly, school newsletters, class newsletters, and check out the school website.
- 

### ***Parents have the right...***

- To know the professional qualifications of their student's teachers including the degrees and certifications held, and whether the teacher is certified in the respective area of instruction.
- To know the level of achievement of their student in each area of the state assessment.
- To be involved in the planning and implementation of the parent and family engagement program in their school.
- To know if their student has been assigned, or has been taught at least four consecutive weeks, by a teacher who does not meet the highly qualified definition.

### ***Further Questions or Suggestions:***

**Charles Howard, Principal**  
charles\_howard@johnson.k12.ga.us

**Beth Martin, Assistant Principal**  
beth\_martin@johnson.k12.ga.us

**Tecia McKay, Asso. Superintendent of Federal Programs**  
tecia\_mckay@johnson.k12.ga.us



## **JOHNSON COUNTY SCHOOLS**

**"We are JOCO!"**

**It takes the whole community!"**



## **Johnson County Elementary**

### ***Jointly Developed***

Our school-parent compact is an agreement that JCES parents, students, and teachers develop together. It explains how our parents and our teachers work together to ensure ALL students receive the individual support they need to reach and exceed grade level academic standards. Title I parent meetings are held throughout each year to discuss, provide feedback, revise, and edit the compact, policy, and goals based on data from parent surveys and student needs. For more information click on the parent tab at: [www.johnson.k12.ga.us](http://www.johnson.k12.ga.us)

**2024-2025**

**Charles Howard, Principal**  
**Beth Martin, Assistant Principal**

*Revised with Parental Input- May 15, 2024*



#### **District Goals:**

**Goal 1:** By the end of 2025, create an organizational structure with stakeholder engagement which will provide systems to increase Literacy, Math, and Science (CTAE) data by 3% as measured by the GMAS.

**Goal 2:** By the end of 2025, increase student achievement data in math, science, and social studies by 3% as measured by the GMAS (targeting levels 3 and 4).

**Goal 3:** By the end of 2025, improve student learning environment resulting in a 3% growth on "whole child" data and the CCRPI.

#### **JCES Academic Goal**

"Increase the percentage of students scoring proficient and above as measured by the Georgia Milestones End of Grade Assessment in ELA by 3%.

To support achievement of this goal, our school will focus on writing in all content areas, and our grade-level reading focuses will include:

##### **Grade Level Focus:**

*K: Foundational Skills*

*1st: Phonics, Word Recognition*

*2nd-5th: Comprehension, Fluency, and Content Vocabulary Development across the curriculum.*

#### **JCES SIP Goals 2024-2025**

**Goal 1:** Increase the percentage of students scoring proficient and above as measured by the Georgia Milestones End of Grade Assessment in ELA by 3%.

**Goal 2:** Organize interdependent, collaborative work and practices as well as provide PL opportunities for staff to develop skills, enhance content knowledge, and apply instructional technology strategies to increase student achievement as measured by a 3% increase of CCRPI achievement points to better develop the whole child.

**Goal 3:** Promote a school culture that focuses on social-emotional learning and development, positive behavioral interventions (PBIS), and attendance accountability as measured by a four star or greater school climate rating.

#### **Johnson County Elementary School**

2019 CCRPI Score 79.6	2018 CCRPI Score 57.2
2017 CCRPI Score 78.3	2016 CCRPI Score 68.2
2015 CCRPI Score 64.2	2014 CCRPI Score 75.3
2013 CCRPI Score 66.3	



#### **Working Together for Student Achievement**

School staff will:

- ★ Offer flexible times for parent workshops throughout the year to accommodate parents and families. Monthly PTOs/Curriculum Nights will be held to give parents ways to support their children's literacy needs.
- ★ Provide access to the Parent Resource Room in order for parents to check out educational games, study materials, and activities
- ★ Provide and encourage the completion of quarterly reading logs as an incentive for students to read in order to increase their Lexile score
- ★ Make efforts to miss minimal days of school (Schedule any appointments after school.)

Parent will:

- ★ Attend monthly PTO/Curriculum Nights to learn helpful tips to assist my child with literacy at home
- ★ Visit the Parent Resource Room during the school day or at school events to check out educational games, study materials, and activities to use at home with your child
- ★ Communicate with their child's teacher about the quarterly reading logs and assist their child in completing these at home
- ★ Make efforts to have my child at school daily. (Schedule any appointments after school.)

Student will:

- ★ Take home PTO/Curriculum Night flyers and other important announcements
- ★ Use the resources my parents bring home from the Parent Resource Room to practice literacy skills each night
- ★ Read books on their level and complete quarterly reading logs in order to increase their Lexile score.
- ★ Make efforts to attend school daily.

## **Title I**

**Purpose:** To help low-achieving students meet the state's academic content and performance standards. The Title I program offers a variety of services which may include: additional teachers and support staff, extra time for instruction, a variety of teaching methods and materials, smaller classes, and additional training for staff.

**Qualifications:** JCES qualifies for funds based on economic needs and follows the school-wide Title I program design.

#### **School-Wide Requirements:**

- ★ Comprehensive needs assessment: The school must identify areas of greatest need.
- ★ Instruction by "highly qualified" teachers
- ★ Professional learning for teachers and paraprofessionals.
- ★ Parent and Family Engagement Strategies and Development
- ★ School-wide reform strategies to:
  - Strengthen the core academic program
  - Increase quality instructional time
  - Utilize strategies to meet the needs of all learners



*We **CAN** achieve our goals when teachers, students, and families work **together!***

## Johnson County Elementary School

*Parent and Family Engagement Policy  
for Shared Student Success*

*2024-2025 School Year*

*Johnson County Elementary School  
Charles Howard, Principal  
2160 W. Elm St.  
(478) 864-3446*

*<https://es.johnson.k12.ga.us/>  
Plan Revised May 15, 2024*

### What is Title I?

Johnson County Elementary is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly



develop, with parents and family members, a written parent and family engagement policy.

### School Plan for Shared Student Achievement

#### What is it?

This is a plan that describes how Johnson County Elementary will provide opportunities to improve family engagement to support student learning. Johnson County Elementary values the contributions and involvement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Johnson County Elementary will support family engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

#### How is it revised?

Johnson County Elementary School invited all parents to attend our annual School Forum last spring to review and revise this parent and family engagement policy, as well as the schoolwide plan, our school-parent compact, and the family engagement budget. Additionally, parent input and comments regarding this plan are welcome during the school year through an online form. The plan is posted on our school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several parent meetings and activities during the school year.

#### Who is it for?

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Johnson County Elementary will provide full opportunity for the participation of parents and family members with limited English, with disabilities, and of migratory children.

#### Where is it available?

At the beginning of the year, the plan is included in the student handbook that is given to all students. The plan will also be posted on the school website and social media. Parents can also retrieve a copy of the plan in the Parent Resource Center.

### 2024-2025 School Goals

**Goal 1:** Increase the percentage of students scoring proficient and above as measured by the Georgia Milestones End of Grade Assessment in ELA by 3%.

**Goal 2:** Organize interdependent, collaborative work and practices as well as provide PL opportunities for staff to develop skills, enhance content knowledge, and apply instructional technology strategies to increase student achievement as measured by a 3% increase of CCRPI achievement points to better develop the whole child.

**Goal 3:** Promote a school culture that focuses on social-emotional learning and development, positive behavioral interventions (PBIS), and attendance accountability as measured by a four star or greater school climate rating.

#### Grade Level Focus:

*K: Foundational Skills*

*1st: Phonics, Word Recognition*

*2nd-5th: Comprehension, Fluency, and Content Vocabulary Development across the curriculum.*

### School-Parent Compacts

As part of this plan, Johnson County Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers. The school-parent compacts are also shared with parents during parent-teacher conferences and kept with each child's teacher if parents need another copy.



### Let's Get Together!

Johnson County Elementary will host the following events to build the capacity for strong family engagement to support a partnership among the school, parents, and the community to improve student academic achievement.

#### **Community Chat & Chew- June 2024 & July 2024**

Parents and community members will be able to meet the Superintendent and all administration from Johnson County Schools. You will have the opportunity to ask questions and provide input regarding the upcoming school year.

#### **Parent Orientation (Open House) - August 2024**

Meet your child's teacher and our friendly and helpful school staff for the year.

#### **Annual Title I Meeting - August 2024**

We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the schoolwide plan, the school-parent compacts, PBIS and parents' requirements. Invitations will be emailed and posted in the school newsletter, social media, and local media.

#### **Grandparents' Literacy Day - September 2024**

Grandparents will participate in shared reading with students to promote literacy.

#### **Parent/Teacher/Student Conferences, October 2023 & March 2024**

Scheduled updates on your child's progress.

#### **Parent and Family Engagement Month Event - November 2024**

Special event to recognize and celebrate our parents.

#### **PTO Night - Monthly**

Parents and teachers meet to discuss various topics and the school hosts special events for parents and students. Topics: Santa visit, STEM/Math Night, Technology, Math, Literacy, & Milestone prep

#### **Parent Advisory Council Meeting - October 2024, January 2025, & April 2025**

Gain knowledge about topics relevant to your child's education.

#### **Career Day - January 2025**

Connect with the school and community to build a better school and review school plans.

#### **Parent Input Meetings - March & April 2025**

Parents have the opportunity to have meaningful input into the development of the School Improvement Plan, Parent & Family Engagement Policy, School-Parent Compact, Title I Family Engagement Budget, Parent Satisfaction Survey and input into building the capacity of school staff in how to best communicate with and partner with families.

#### **Student Recognition Days - May 2025**

Celebrate year-long student achievement in grades Pre-kindergarten through 5th.





## Parent Resource Room

Come visit the Parent Resource Room to check out educational games, study materials, and activities to use at home with your child. Computers are available for parents to explore the Parent Portal and educational resources.

Tuesday & Thursday, 7:30 am – 3:30 pm

## Parent and Family Engagement

Johnson County Elementary believes that family engagement means the participation of parents and family members in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- That parents play an integral role in assisting their child's learning.
- That parents are encouraged to be actively involved in their child's education at school.
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Johnson County Elementary is committed to helping our parents and families attend the family activities listed in this policy. Please call or email us if you need assistance with child care or transportation in order to participate in our programs.

Charles Howard, Principal  
(478) 864-3446  
[charles\\_howard@johnson.k12.ga.us](mailto:charles_howard@johnson.k12.ga.us)



## Johnson County Elementary is Branching Out!

Johnson County Elementary will take the following measures to promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

→ Ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish, posted on the school website, and included in the monthly school newsletter for all families.

→ If practicable, provide transportation and child care at no costs, to support parent participation in parent meetings. The school will also align with high school students needing volunteer hours to provide child care.

→ In addition to having school meetings during the day and evening, the district parent liaison will provide supplemental in-home or virtual conferences for parents unable to attend at-school meetings.

→ Provide quarterly trainings for staff during their planning periods on strategies to improve communication with parents and ideas to increase family engagement with reading and math activities for our students outside of the classroom. Staff will also share best practices during regularly scheduled faculty meetings. Staff will be trained to work with parents as equal partners to help build ties between home and school.

→ Partner with early childhood programs, middle and high schools, college and career ready resources or organizations, parent resource centers, or other programs (as applicable) to help prepare parents and their children for successful school transitioning.

→ Share information in English and Spanish on the school's social media pages and in the school newsletter for parents to understand the school's academic standards, assessments, and assessment results as well as the ways parents can monitor their child's progress and work with educators.

→ Through phone messages, social media, and flyers, communicate with all families and the community on a regular basis regarding school wide events and activities.

→ Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning.

→ Provide necessary materials, handouts, and activities for parents at conferences and meetings to help them work with their child to improve their child's achievement.

→ Use our Parent Advisory Council and community partners to improve awareness of the activities and events listed in the school parent and family engagement policy.

→ Offer literacy and technology classes for parents and family members to help further enhance their various educational levels.

→ Collect input from parents and family members at all events and encourage parent completion of the feedback form on the school website in order to respond to parents' requests for additional support for parent and family engagement activities.



## Parent and Family Engagement Standards

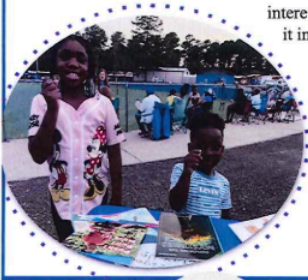
Johnson County Elementary and our parents have adopted the National PTO Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. These standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

## Parent Advisory Council

Johnson County Elementary invites all parents to join the Parent Advisory Council. Members will share ideas and ways to involve other parents and family members to build partnerships with school, families, and the community. The team will meet three times during the school year, but parents and family members can also submit their ideas or suggestions at any school activity or meeting, as well as through our parent surveys and website. If you would like to learn more about the

PAC, please contact the principal,  
Charles Howard at (478) 864-3446 or complete the interest form and leave it in the Main Office.



## Parent Advisory Council (PAC)

- ☐ Yes, I am interested and wish to join the PAC.
- ☐ Please contact me so I can learn more about joining the PAC.
- ☐ Please send me notifications about future meetings and updates.

Name: \_\_\_\_\_

Child's Name and Grade: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Share Your Thoughts

We want to hear from you! If you have any suggestions or if there is any part of this policy that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) \_\_\_\_\_

Telephone Number: (optional) \_\_\_\_\_





## Johnson County School District

2024-25

### Parent and Family Engagement Policy

Revised May 7, 2024

With Parent Input

P. O. Box 110, 325 Lee Street

Wrightsville, GA 31096

[www.johnson.k12.ga.us](http://www.johnson.k12.ga.us)

(478) 864-3302



### What is Family Engagement?

Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1116 of Every Student Succeeds Act (ESSA).

### About the Parent and Family Engagement Policy

In support of strengthening student academic achievement, *Johnson County School District* (JOCO) has developed this parent and family engagement policy that establishes the district's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe JOCO's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of ESSA contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. The JOCO School District will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of federal law and each include, as a component, a school-parent compact.



## Jointly Developed

In addition to each school's spring Parent Input Meetings, during the annual District Parent Input Meeting on May 3, 2024, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the upcoming 2024-2025 school year. The district sent a flyer to all parents informing them about this meeting and posted an announcement on the school district website / social media page. During this meeting, parents also reviewed and discussed the Consolidated LEA Improvement Plan (CLIP), the Comprehensive Support and Improvement School's Plan, and the School wide Support and Improvement School's Plan. Additionally, each Title I school used its Parent Advisory Council to review the district parent and family engagement policy before the end of the 2024-2025 school year.

Upon final revision, the district parent and family engagement policy was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district website or by submitting written comments to your child's school. All feedback received by May 3, 2025 was considered for revisions to this policy.

The district's plan to distribute this policy is to post it on district and school websites and in parent resource centers, disseminate it during the annual Title I school



meetings in the fall, and email the link to all parents in a format and language they can understand.

## Strengthening Our School

This year, the district family engagement coordinator (FEC) will provide technical assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the FEC to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and the FEC will hold monthly meetings and trainings with its Title I schools' principals and school FECs to review family engagement plans and activities.

Additionally, the district will convene a leadership meeting in March for principals and FECs to review parent and family engagement requirements and plan opportunities for family engagement activities and meetings for the remainder of the school year.

## Reservation of Funds

The Johnson County School District will reserve 1 percent from the total amount of Title I funds it receives in 2024-2025 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the Johnson County School District will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Each Title I school hosted a series of Title I Parent Input Meetings in March and April for parents to provide suggests on how these family engagement funds could be used in the upcoming year at the district and school levels. Minutes were taking at these minutes and comments were reviewed as changes to the family engagement budget were considered.

If you have any suggestions, please, contact the JOCO Family Engagement Coordinator.

## Opportunities for Meaningful Consultation

Input and suggestions from parents, family members, and community partners are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

### **District Parent Input Data Meeting ~ May 2, 2025**

All parents are welcome to hear the latest updates from the Johnson County School District as well as review and provide input into the district parent and family engagement policy and the Consolidated LEA Improvement Plan for the 2024-2025 school year. Notices regarding this meeting will be emailed to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district website.

### **School Improvement Parent Input Data Meetings~ March 24 - 28 & April 21 - 25, 2025**

During this week, each Title I school will host a forum for parents and family members to participate in roundtable discussions to review the schoolwide plan, the school's parent and family engagement policies as well as provide input on the family engagement budget and topics for school staff training. Each Title I school will send invitations home as well as email and text parents to notify them about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on the school websites.

Input on the use of Title I funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget and school staff training for parents to provide their comments.

Unable to attend these meetings? Please visit

[www.johnson.k12.ga.us/system/parents.htm](http://www.johnson.k12.ga.us/system/parents.htm) to review the documents and share your input.

PTO@johnson.k12.ga.us





## Building Capacity

The Johnson County School District will build partnerships between its Title I Schools, families, and community with the goal of developing mutual support for student achievement. To develop capacity for this support, the Johnson County School District will implement a variety of family and community engagement initiatives. The superintendent and each school principal will maintain a Parent Advisory Council (PAC). Additionally, parents engage in onsite and offsite workshops to build capacity.

***Of Parents*** - The Johnson County School District will provide families with information about the overall Title I program and its requirements. The district works with its Title I schools to help families understand academic expectations for student learning and progress. Specific information related to home school relationships, the State's challenging academic standards, and local and state assessments—including alternative assessments, will also be provided. The district also aids parents in understanding use of its online student information system and other digital resources, including the harms of copyright piracy, through its technology specialists. Notifications about these opportunities will be posted on the district website and shared through school messaging systems, newsletters, and social media postings.

In addition, the district and school websites contain resources and materials such as parent guides, study guides, practice assessments, and materials for at-home learning. Hard copies of these materials are also available at all Title I schools, including copies in Spanish.

The Johnson County School District Parent Advisory Council, made up of parent representatives from each Title I school, advises the district and schools on all matters related to family engagement. Community leaders and business partners are also invited to serve on the council. The participation of all of our parents and community partners is encouraged at in person meetings schedule in the morning, during the school day, and after school, as well as through video conferencing and recording options to accommodate varying schedules.

The Johnson County School District will coordinate and integrate the district's family engagement programs under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs such as, the local preschool program and other federal and state funded preschool programs in the district. The district based on the JOCO Parent Engagement Timeline will invite faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, schools will host "Get Ready for Kindergarten days, Middle and High School Transition Nights, and College and Career readiness nights parents may receive information to help prepare them and their children for the next life stage.

***Of School Staff*** - The Johnson County School District will conduct four trainings and reviews (with feedback) during the school year for principals and school FECs to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community. These trainings will be redelivered to the faculty and staff of Title I schools. The purpose of the building staff capacity is to coordinate the sustainability and growth of home school relationships in the district. The Johnson County School District will also host a training for appropriate school staff and faculty that will focus on creating welcoming environments.

To ensure that information related to district, school, parent programs, home school relationships, and activities is available to all parents, each Title I school is required to send home and post online information for parents and family members in an understandable language and uniform format. At the beginning of the year, school staff will be trained on parent notifications and resources to be sent home in parents' preferred language, where applicable, and providing interpreters at parent events and meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school phone call systems, district and school websites, local news media, and social media to post information for parents.

## Parent and Family Engagement Evaluation

Each year, the Johnson County School District will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the Title I schools through an annual parent survey and the School Improvement Forums.

Beginning in April, each Title I school will send home a survey and email a link to the survey for parents to provide valuable feedback regarding the parent and family engagement activities and programs. These surveys will also be posted on the district and school

websites for parents to complete. In addition to the annual survey, each Title I school will also use the School Improvement Forum to facilitate group discussions to discuss the needs parents of children eligible to receive Title I services to design strategies for more effective family engagement.

The Johnson County School District will use the findings from the school forums and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

## Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

## Mark Your Calendars

### *For Parents*

State of the District  
September 17, 2024 –  
County Board Office

Annual Parent Survey  
April 14 - May 14, 2025

School Parent Input Meetings  
March 24 - 28 & April 21 - 25,  
2025 Local school site & Virtual /  
Digital Mtgs

District Parent Input Meetings  
May 3, 2025  
Local school site

### *For Schools*

Welcoming Schools Training  
August 2, 2024 –  
County Board Office

Principal and Family Eng  
Training Meetings  
Monthly during JOCO  
Leadership Meeting



## Adoption

This districtwide parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual State of the District meeting.

This policy was adopted by the Johnson County School District on May 21, 2024 and will be in effect for the 2024-2025 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children before or during the first week of fall semester.

Tecia McKay, Assoc Superintendent (Title I Dir.)

May 22, 2024

(Signature of Title I Director, Date)

Dr. Christopher Watkins, Superintendent

May 22, 2024

(Signature of Superintendent, Date)

## Parent Advisory Council

Members of our staff, parents, and community will comprise the council. JCES will have regular council meetings. Dates for meetings will be given on the monthly school calendar, our website, and local newspapers.

## Parents Right to Know Professional Qualifications of Teachers & Paraprofessionals

In compliance with the requirements of the Every Students Succeeds Act, Johnson 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 teacher:

- Has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under an 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 and/or paraprofessional's qualifications, please contact your student's principal, Mr. Charles Howard (478)864-3446.

## JCES Staff Members

Principal.....	Charles Howard
Assistant Principal.....	Beth Martin
Counselor/SEL Teacher.....	Teresa Snead
Secretary.....	Jamie Clements
Registrar.....	Marie Powell
Bookkeeper.....	Lynn Lee
School Nurse.....	Cathy Powell
School Nutrition Director.....	Morgan Brantley

PreK.....	Holly Foskey & Mykenzie Moore
Kindergarten.....	Traci Copeland, Carla Harper, Andrea Jones, MaKenzie Webb
1st Grade.....	Morgan Brown, Kristy Farmer, Carlie Greene, Carson McAfee
2nd Grade.....	Hannah Bracewell, Sara Collins, Erin Nunez, Crystal Parrish
3rd Grade.....	Anna Palmer, Taylor Rowland, Heather Smith, Starlet Taylor
4th Grade.....	Elizabeth Durden, Anna Glover, Macy Mason, Rana Winfrey
5th Grade.....	Natalie Garren, Brandi Rowland, Sue Webb
Special Ed.....	Jordan Crabb, Karrie Cutler, Melanie Hennessy, Tricia Jackson, Amber Robbins, Ashton Rowland
Rotation.....	Brett Bishop, Becky Frost, Jonathan Morris, Tramayne Young
Instructional Coaches.....	Heather Hightower, Kelli Rowland
Interventionist.....	Liz Ridgeway

PreK Paras.....Rachel Clark, Jackie Wallace  
 Kindergarten Paras.....Haley Buxton, Sylvia Jefferson, Kelli Kimbell, Felicia Norris  
 Paras.....Mary Jane Carswell, Brett Cauley, LeAnn Powell, Kristin Scott, Wendy Smith  
 Cafeteria Staff.....Alissa Darrisaw, Judy Crawford, Patricia Smith, Traci Stirling, Cassandra Whitley  
 Custodians.....Michael Brown, Dora Huff, Ruby King, Janice Martin, Chris Wilcher

## **Electronic Devices**

All electronic devices must be turned in to your teacher upon arrival at school and will be given back at the end of the school day. Any electronic device not turned in at the beginning of the day will be held in the office for a parent/guardian to pick up and the privilege of bringing those devices could be taken away. The school is not responsible for any electronics brought to school.

## **Textbooks and Chromebooks**

Textbooks, library books, Chromebooks and other school issued materials are furnished free to each student. If a book or school issued material/device is lost, misused, or damaged, the student may be required to pay for it.

## **School Visitors**

All visitors must enter the school at the front of the building and report to the office for a visitor's pass.

## **School Safety Plan**

The school has a plan of action for the safety of students and staff in the event of a fire, tornado, or other crisis. Staff members continue to be involved in school safety workshops to stay abreast of determining the best course of actions for crisis situations. The school has a full-time nurse and many staff members have up-to-date CPR instruction. During the school year, the students and staff will be involved in various safety drills. Also for the safety of all students, all bookbags must be clear or mesh.

## **Johnson County Elementary School's Character Education**

Students will have learning opportunities in the classrooms that reinforce understanding of character traits. The character pledge will be recited school wide as a part of the morning announcements each day:

### **JCES Character Pledge**

**I pledge each day to do my best,  
 In reading, math, and all the rest.  
 I promise to obey the rules,  
 In my class and in my school.  
 I will respect others and myself too.**

**I will expect the best in all I do.  
 I am here to learn all I can,  
 To try my best and be all that I am.  
 Bullying has no place for me.  
 I will to be the best I can be.**

## **PBIS**

The mission of the JCES Whole Child team is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior. Our school wide PBIS expectations are: Trojans know their ABCs - Always be respectful, Be responsible, and Consider safety.

## **JOHNSON COUNTY SCHOOLS CODE OF CONDUCT**

It is the purpose of the Board of Education to operate each school in a manner that will provide an orderly process of education and that will provide for 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 policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school'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 as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct.

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

- At school or on school property at any time;
- Off school grounds at 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 weapon 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 on 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 Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. Parents and students are required to acknowledge receipt of the code of conduct.

### **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 policy 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.

### **PROGRESSIVE DISCIPLINE PROCEDURES**

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 of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following actions may be imposed for any violation of this Code of Conduct:



**Level I Consequences (generally considered to be imposed by the teacher prior to office referral)**

- Warning and/or conference with a teacher, school administrator, counselor, school resource officer or social worker
- Loss of privileges
- Time out
- Removal from class or activity
- Notification of parents
- Parent conference
- Detention
- Development of Action Plan/Behavior Contract
- Assigned seating

**Level II Consequences (result from an office referral and imposed by an administrator)**

- \* Any Level I consequence deemed appropriate by administrator
- \* Corporal punishment
- In-school suspension
- Short-term suspension
- Suspension or expulsion from the school bus
- Cleaning/repair/restitution of any damage caused to school property and property of others

**Level III Consequences**

- Any Level I or II consequence deemed appropriate by administrator and/or tribunal as appropriate
- Placement in an alternative education program
- Referral to a disciplinary tribunal for long-term suspension or expulsion

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 when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal or hearing officer as outlined in Code Section 20-2-754.

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

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

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. Students' 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.

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

**Possession, sale, transmission, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia, or alcoholic beverage, 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 alcohol 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. Possession of such drugs are also prohibited unless they are brought to the office upon arrival to school.**

#### **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 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.

**Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

**Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions:** possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.

**Physical violence against a teacher, school bus driver, or other school personnel:**

- (4) 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.

(2) 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.

**Bus Misbehavior**

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

- (4) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other

persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

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

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

(3) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and

(4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

**Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions**

**Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.**

**Transmitting sexually explicit or suggestive material to other students at school or circulating such material at school through electronic devices or in any other manner**

**Violating the school's/school system's acceptable use of the Internet/electronic resources agreement/policy**

**Possession or use of tobacco in any form or electronic cigarettes or vapes**

**Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours.**

**Theft**

**Extortion or attempted extortion**

**Possession and/or use of fireworks or any explosive**

**Activating a fire alarm under false pretenses or making a bomb threat**

**Insubordination, disorderly conduct, disobeying school rules, regulations, or directives;**

**Disobeying directives given by teachers, administrators, or other school staff**

**Classroom and school disturbances**

**Violation of school dress code**

**Use of profane, vulgar, or obscene words or indecent exposure**

**Use during prohibited times of cell phone or other electronic communication device, except for reasons approved by an administrator or teacher**

**Inappropriate public displays of affection**

**Gambling or possession of gambling devices**

**Driving or parking permit violations**

**Giving false information to school officials**

**Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student:** Any student (or parent or friend of a 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.

**Cheating on school assignments or other academic dishonesty**

**Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law**

**Bullying:** Georgia law mandates that upon a tribunal finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

**Inciting, advising, or counseling of others to engage in prohibited acts.**

**Willful and persistent violations of the student code of conduct.**

**Criminal law violations/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.

## **EXAMPLES OF SPECIFIC BEHAVIORS AND LEVEL OF CONSEQUENCE**

### **LEVEL I:**

**Level I violations include such behaviors, but are not limited to:**

- Minor Classroom Disturbance/violation of school rules
- Dress code policy violations
- Running and/or making excessive noise in the classroom, school building
- Refusing to participate in classroom activities
- Failure to bring classroom materials and/or assignments to class
- Possessing and/or using nuisance items
- Eating or drinking in an undesignated area
- Leaving assigned area in classroom without permission
- Refusing to complete assigned work
- Any other act that impeded the orderly classroom procedure or interrupts the orderly operation of the classroom
- Willful disobedience-refusal to follow classroom/school/bus rules
- Refusal to carry out instructions
- Academic dishonesty
- Tardy to school (students over the age of 16)
- Tardy to class (middle/high school)
- Truancy
- Altering school assignments, or signing another person's name on school assignments
- Electronic communication device misuse ( iPods, mp3 players, cell phone, etc; )
- Loitering in unauthorized areas
- Classroom computer misuse
- Vulgar or profane language between peers
- Leaving the classroom without permission
- Verbal aggression
- Unintentional possession of prescribed or over the counter medication

### **LEVEL II:**

**Level II violations include such behaviors but are not limited to:**

- Any pattern of or repeated violations cited in previous level;
- Repeated cutting of class or other scheduled activities;

- Failure to accept disciplinary action;
- Violation of medication policy;
- Unwanted touching of others;
- Bullying as defined in the Definition of Terms
- Selling or soliciting for sale any merchandise on the school campus without the authorization of the building principal or school official;
- Throwing objects that cause bodily injury or damage to property;
- Physical attack without injury;
- Use profane, obscene, indecent remarks, or racially or ethnically offensive language and/or gestures directed toward others;
- Destruction of school property;
- Making false accusations, reports, or allegations;
- Verbal Assault, including threatened violence, of other students, school personnel, or individuals attending a school-related function;
- Failure to report the receipt of unsolicited lewd, obscene, pornographic, sexually explicit or otherwise illegal images or photographs to School District officials;
- Misuse of District Technology (BYOT) policy, including but not limited to the Internet, the District Network, or District-owned equipment or software as described below:
  - Deliberate search or keying of a URL, domain name, or website in attempts to access inappropriate material;
  - Attempting to login to computers or software applications as anyone other than yourself;
  - Providing personal information about yourself, your family or others electronically
  - Misrepresentation (forgery) of information;
  - Plagiarism;
  - Misuse of computers for non-school related activities including gambling, shopping, online banking, personal transactions, and downloading of files (including but not limited to data, music, video, and games);
  - Downloading and/or installation of freeware, shareware, or software by students;
- Theft of any computer related equipment;
- Disrespectful conduct toward teachers, administrators, other school personnel, persons attending school related functions or other students, including vulgar or profane language;
- Using electronic personal communication devices to photograph, videotape or record other students or staff members, while on school system premises, without the express prior permission of the student or staff member. **This provision provides notice to students that they are not allowed to secretly tape or record School District classroom;**
- **Possession of a cell phone OR other electronic device into a secure testing environment.**
- Any pattern of repeated conduct listed in Level III violations;
- Any action that interferes with the work of school authorities or with school operations programs, or instruction;
- Trespassing;
- Second act of bullying, harassment, cyber-bullying or intimidation as defined by the Bullying Policy and in accordance with O.C.G.A § 20-2-27514.4;
- Fighting or physical violence towards another student that causes no injury or only a minor injury;
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by any school employee toward a student
- Committing perjury during a school investigation;
- Engaging in disorderly conduct as defined by O.C.G.A § 16-11-39; and Refusing to comply with assigned disciplinary consequences;
- Failure to report any item or event to a teacher or administrator that could cause harm to self or others;
- Possessing obscene or pornographic material;
- Possessing any bullets or shells;
- Violation of the sexual harassment policy;

- Disseminating, taking, transferring, sharing, or sending lewd, obscene, pornographic, sexually explicit or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called e-mailing, texting, and “sexting”);
- Hazing or any behavior or activity such as defined by O.C.G.A. 16-5-64;
- Sabotage or deliberate destruction/alteration of software application, operating systems, or computer files;
- Gang-related behavior or activity or gang membership;
- Possession or use of drug paraphernalia;
- Possession or use of tobacco products on school property or at a school related activity;
- Possession or use of electronic cigarettes on school property or at a school related activity;
- Possession, use, or distribution of any substance represented to be a drug or alcohol;
- Using racially or ethnically offensive language and/or gestures toward others.

### **LEVEL III**

#### **Level III violations include such behaviors, but are not limited to:**

- Engage in repeated violations cited in previous levels;
- Fighting/Physical attack causing serious physical injury;
- Engages in any type of conduct that is punishable as a felony or delinquent act which would be a felony if committed by an adult;
- Engages in a third act of bullying (as defined in Definition of Terms) within a school year
  - This include cyberbullying (i.e Facebook, Twitter, Instagram, texting, or ANY other social media);
- Engages in conduct containing the elements of the offense of terrorists threats;
- Sells, gives, or delivers to another person or possesses or uses or is under the influence of marijuana, a controlled substance, or a dangerous drug;
- Sells, gives, or delivers to another person and alcoholic beverage, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage, or admits to the use of alcohol prior to attending school or a school-related activity;
- Engages in conduct which contains the elements of an offense relating to abusable glue or aerosol paint, or relating to volatile chemicals;
- Engages in conduct that contains the elements of the offense of public lewdness;
- Engages in conduct that contains the elements of indecent exposure;
- Engages in sexual conduct on campus, school transportation, or a school sponsored event;
- The student engages in conduct that contains the elements of the offense of criminal damage to property in the first or second degree, either on or off campus;
- Stealing, extortion, gambling, theft, or possession of stolen property;
- Simple assault or battery;
- Uses, exhibits, or possesses a firearm;
- Uses, exhibits or possesses any other weapon (see glossary for definition)
- Uses, exhibits or possesses fireworks of any kind;
- Computer violations as follows:
  - Distribution of copyrighted software (software piracy is a federal offense punishable by fine or imprisonment)
  - Vandalism including any malicious attempt to erase, modify, or destroy the data of another user and the creation or uploading/downloading of computer viruses
  - Sabotage or deliberate destruction/alteration of software application, operating systems, or computer files
  - Electronic distribution of inappropriate material including games, music videos, or pornography

- Electronic distribution of inappropriate material of a defamatory, obscene, abusive, offensive, profane, threatening, or hateful nature
- Engaging in any illegal activity electronically
- Theft of any computer, printer, Chromebook, iPad, any other technology devices;
- Discharging or participation in discharging a fire extinguisher;
- Discharging or participation in discharging a fire alarm within a Johnson County School;
- The student engages in serious and persistent misbehavior as specified in the Code of Conduct while the student is under the jurisdiction of the school district. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom or the school or with any school-related activity. Persistence is defined as chronic or repeated instances of misconduct. Chronic is defined as a pattern of behavioral characteristics which interfere with his/her own learning process or that of students around him or her which are likely to recur.

### **DEFINITION OF TERMS**

**Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

**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.

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**Corporal Punishment:** Physical punishment of a student by a school official in the presence of another school official.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official to make up work or time missed. Detention may require the student's attendance before school or after school.

**Disciplinary Tribunal:** School officials appointed by the School District to sit as fact finder and judge with respect to student disciplinary matters.

**Dress Code:** Acceptable standards of dress code as explained in the student handbook or through other means.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations or that are allowed under board policy or school rules. Caffeine pills are considered drugs.

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

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Fireworks:** Any 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 and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest 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.

**In-School Suspension:** Removal of a student from class(es) or the regular school program and assignment of that student to an alternative program isolated from peers.



**Physical Violence:** 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.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal or hearing officer). 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.

**Theft:** The offense of taking or misappropriation of any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the code of conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapon:** The term weapon is defined in Georgia's criminal Code Section 16-11-127.1, but for the purpose of this code of conduct includes any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well being.

## **STUDENT SUPPORT PROCESSES**

The Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, attendance support teams, school counselors, and chronic disciplinary problem student plans.

## **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.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, 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.

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

### **EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

The Johnson County School District provides equal opportunities without regard to race, color, gender, religion, national origin, handicapping condition, disability, genetic information or veteran status in its educational programs and activities. This includes, but is not limited to: admissions, educational services, access to facilities, financial aid and employment. Inquiries regarding the Johnson County School District's Equal Opportunity may be referred to the coordinators listed below.

#### Title VI, VII, IX and EEO

Dr. Christopher Watkins

150 Lee Street Wrightsville, GA 31096

[478-864-3302](tel:478-864-3302)

#### Section 504/Americans with Disabilities Act

Dr. Hanna Kiser

150 Lee Street Wrightsville, GA 31096

[478-864-3302](tel:478-864-3302)

## **Section 504 Statement**

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the

grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

### **Student Dress Code**

Students in Johnson County Schools are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, good taste, and safety. All students shall be modestly dressed and groomed so as not to unreasonably distract the attention of others, or to cause disruption or interference with the educational program or the orderly operation of the school. Extremes in dress and grooming will not be permitted. Guidelines are as follows:

1. Cleanliness in person and dress.
2. Shoes must be safe for students to participate in all school activities. Students must wear tennis shoes for physical education.
3. Belts should be buckled.
4. Shirts should be worn at all times, including P.E. classes. Shirts must be long enough to be tucked into pants. Shirts with spaghetti straps are not allowed.
5. Shorts are permissible as long as they come slightly above the knees.
6. Sunglasses may not be worn inside the building, except on special days designated by the principal
7. Hats shall not be worn inside the building, except on special days designated by the principal
8. Clothes with inappropriate slogans or pictures may not be worn at school. No slogans or expressions should be displayed on children's clothing that covers the rear-end area.
9. Pants, shorts, and shirts must be worn at the natural waistline.
10. No gang related clothing may be worn.
11. Clothing that interrupts orderly operation of the school by causing a distraction is not permitted.
12. No clothes or jewelry relating to alcohol use, drug use, or containing printed pictures or statements having sexual references may be worn on the school campus BY ANYONE.

The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and intent of this rule.

### **JOHNSON COUNTY TRUANCY PROTOCOL**

As mandated by OCGA20-2-690.2, a county-wide protocol committee is established and charged with ensuring the coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of the state. All mandated reporters shall assure that students suspected of being truant are reported to designated school officials, law enforcement, or DFACS. With these expectations, the following protocol is adopted.

## DEFINITIONS

**Compulsory Education** – Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth (6<sup>th</sup>) and sixteenth (16<sup>th</sup>) birthdays shall enroll and send such child or children to a public school, a private school, or a home study program (OCGA 20-2-690.10). Children that have attained 20 days enrollment in kindergarten also fall under compulsory attendance according to OCGA 20-2-150.

**Truant** – Per the Georgia State Board of Education Attendance Rules, “Truant” is defined as “any child subject to compulsory education (ages 6 through 16, and 5 year olds who have attended twenty (20) days in school who during the school calendar year has more than five days of unexcused absences”.

**Monitoring** – Each school system shall assure compliance with compulsory education and attendance policies in schools. Individual schools will monitor attendance and follow the protocol for reporting.

## IDENTIFYING TRUANT STUDENTS

### Excused Absences

Valid reasons are as follows:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in the student's IMMEDIATE family necessitating absence from school (Immediate family is defined as parents/guardians, grandparents, siblings, and other persons living within the child's residence)
3. A court order or an order by a governmental 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. Conditions rendering attendance impossible or hazardous to student health or safety
6. A student whose parent or legal 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 or her parent prior to the parent's deployment or during the parent's leave.
7. High school administrators will allow eligible students a period not to exceed one day for registering to vote or voting in a public election.

\* Students shall be counted present when they are serving as pages of the Georgia General Assembly.

\* Students in foster care shall be counted present when they attend court proceedings relating to their foster care.

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

Upon returning to school, the student will have three (3) days to present the necessary written documentation to have the absences count as excused. Failure to present this documentation will result in an UNEXCUSED absence. Phone calls and emails will NOT be accepted in place of a written notice. **A parent's note will be accepted to excuse personal illness for seven (7) days during the school year. After a parent's note has been used for seven days at any time during the school year, a doctor's excuse will be required for ALL future absences due to illness.**

Excuses Must Include:

1. The date(s) of the absence,

2. Student name,
3. Reason for absence,
4. Parent or guardian signature.

**Unexcused Absences** – Shall include all absences that do not meet the criteria as outlined for excused absences. Also refer to the section concerning Tardies/Early Dismissals. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

**Tardies/Early Dismissals** – As mandated by OCGA 20-2-690.2, the Attendance Protocol Committee must recommend policies regarding tardiness and early dismissals. The policy is as follows:

1. Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence.
2. The conditions for excusing a tardy or early dismissal will be the same as an absence.
3. Tardies and early dismissals must be tracked separately (not included in CCRPI) and the data will be used to identify truant students. Information concerning students who meet these thresholds will be monitored by the school.

**Student Withdrawals** – The system is authorized to withdraw a student who:

Has missed more than 10 consecutive days of unexcused absences,

Is not subject to compulsory attendance; and

Is not receiving instructional services from the local school system through Homebound instruction or instructional services required by Individuals with Disabilities Education Act (IDEA).

The system shall notify the parent or guardian of the intention to withdraw a student younger than 18 years of age who is not subject to compulsory attendance.

**Notification of Parents/Guardians** – Within thirty (30) days of enrollment in school, the parent or guardian will be notified in writing of the attendance policies and consequences. The parent/guardian must sign and return this notification, which will be placed in the student's record. Students in grades 4-12 are also required to sign the notification of attendance policies.

#### **Violations of the Attendance Policy**

##### **1. Work Permits**

Work permits will not be authorized for students who have 10 or more unexcused absences. Students with existing work permits, who have acquired 10 or more absences, will be recommended for revocation.

##### **2. Unexcused Absences**

With **three (3) or more unexcused absences**, the school will remind the parent in writing that this is the case. This may be done in a letter or on the report card. This is a courtesy to make parents aware that we are monitoring their child's attendance. Failure to see this reminder does not prevent further action taken to attempt to improve attendance.

With **five (5) or more unexcused absences**, the parent/guardian will be contacted in writing, and may be requested to attend a Truancy Meeting. The objective of the meeting will be to explore the barriers to attendance, develop a plan to improve attendance, and to remind the parent/guardian of the attendance policy and consequences for further unexcused absences.

With **seven (7) or more unexcused absences**, the parent/guardian will be requested to attend a meeting with officials from the school and/or the court. The objective of the meeting will be to further explore the barriers to attendance, develop a plan to improve attendance, and to remind the parent/guardian of the attendance policy and consequences for further unexcused absences.

With **ten (10) or more unexcused absences**, a petition for truancy will be filed with the appropriate authorities.

In the event of a referral, each additional unexcused absence following notification of the parent/guardian of seven unexcused days of absence for a child shall constitute a **separate** violation of the Compulsory Education Law (OCGA 20-2-690.10). The violation will be reported to the court.

Any parent, guardian, or other person with control of a child, who violates the Compulsory Education Law shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction (OCGA 20-2-690.10).

**A parent's note will be accepted to excuse personal illness for seven (7) days during the school year. After a parent's note has been used for seven (7) days at any time during the school year, a doctor's excuse will be required for ALL future absences due to illness.**

## **JOHNSON COUNTY SCHOOLS**

### **Ethics, Fraud, Waste, Corruption and Abuse Procedures**

Johnson County Schools is committed to the highest standards of excellence, integrity and accountability throughout all of its operations. The expectation is for all employees to report suspected malfeasance or wrongdoing on the part of any employee or member of the community. The report may be made anonymously or in confidence.

**Fraud** – An act of intentional or reckless deceit to mislead or deceive.

Examples:

- Fraudulent travel reimbursement.
- Conducting a business on State time for personal gain.

**Waste** – A reckless or grossly negligent act that causes State funds to be spent in a manner that was not authorized or represents significant inefficiency and unneeded expense, whether intentional or unintentional.

Examples:

- Purchase of unneeded supplies or equipment.
- Purchase of goods at inflated prices.

**Abuse** – The intentional, wrongful, or improper use or destruction of State resources, or seriously improper proactive that does not involve prosecutable fraud.

Examples:

- Falsification of time records to include misuse of overtime or compensatory time.
- Misuse of State money, equipment, supplies and/or other materials.

Anyone suspecting fraud, waste, or abuse involving Department of Education funds should call or write:

(1) Johnson County Schools District  
P.O. Box 110, 325 Lee Street  
Wrightsville, Georgia 31096

Telephone [\(478\) 864-3302](tel:(478)864-3302)

[www.johnson.k12.ga.us](http://www.johnson.k12.ga.us)

Or

(2) Georgia Department of Education

Office of Legal Service

205 Jesse Hill Jr. Drive SE

2052 Twin Tower East

Atlanta Georgia 30334

Telephone: [\(404\) 463-1537](tel:(404)463-1537)

Or

3) Office of Inspector General's Hotline

email message to: [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)

toll free number 1-800-MIS-USED. T

To ensure complete anonymity, download a hardcopy of the special complaint form (<http://www2.ed.gov/about/offices/list/oig/oighotline.doc>), complete, and mail to:

Inspector General's Hotline

Office of Inspector General

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-1500

## Complaint Procedures

To initiate a complaint that a school, school district, or other agency authorized by a school district or the GDOE has violated the administration of an education program, a complainant must submit a written complaint to the teacher or educator immediately in charge of supervision of the student or program. A list of school contact information can be found at [www.johnson.k12.ga.us](http://www.johnson.k12.ga.us), by emailing using the educator's first and last name: [first\\_last@johnson.k12.ga.us](mailto:first_last@johnson.k12.ga.us) or calling [\(478\) 864-3302](tel:(478)864-3302)

- Title I, Part A; Title I, Part C; Title I, Part, D, Title I Rewards; Title III, Part A - Tacia McKay
- Title II, Part A - Dr. Christopher Watkins
- Title VI, Part B - Dr. Hanna Kiser
- McKinney-Vento Act / Homeless - Tacia McKay
- School Improvement - Tacia McKay
- Migrant - Tacia McKay
- Parental Involvement - Tacia McKay

How and where should a nonpublic school official submit a complaint alleging a violation by a school district? To initiate a complaint that a school district has violated the administration of an education program, a nonpublic school official must submit a written complaint directly to the GDOE State Superintendent. A list of the GDOE contact information can be found at [www.gadoe.org](http://www.gadoe.org), by emailing [askdoe@gadoe.org](mailto:askdoe@gadoe.org), or by or calling (800) 311 – 3627

### Investigation of a Complaint

What happens after a written complaint alleging a violation of law by a school, school district, or other agency authorized by a school district or the GDOE is submitted? When a written complaint is received, a Letter of Acknowledgement is issued to the complainant.

What information is sent about the investigation regarding an alleged violation by a school, school district, or other agency authorized by a school district or the GDOE? An investigation is coordinated. When the investigation is complete, the complaint is notified regarding the outcome of the investigation.

#### Resolution of the Complaint

How are violations by a school, school district, or other agency authorized by a school district or the GDOE resolved? If a violation has occurred, a designee and or committee is assigned to oversee the matter identifies and imposes the appropriate consequences or corrective action as required by regulation to resolve the complaint. If a violation has occurred, a designee or committee identifies and imposes the appropriate consequences or corrective actions as required by regulation to resolve the complaint.

#### Appeal Process

Can a complainant appeal a decision? If the complainant does not agree with the decision, the complainant may appeal to the GDOE Secretary, United States Department of Education at:

Secretary, United States Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4611

The complainant must appeal no later than 30 days after the resolution is offered. The appeal must be accompanied by a complete statement of reasons supporting the appeal.

Georgia Department of Education Complaint Procedures Under the Elementary and Secondary Education Act (ESEA):

Section 9304 – General Applicability of State Educational Agency Assurances

Section 9503 – Complaint Process for the Participation of Private School Children

##### A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Georgia Department of Education (“Department”) if that individual, organization or agency believes and alleges that a local educational agency (“LEA”), the state education agency (“SEA”), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education 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 systematic or ongoing. This procedure applies to complaints that may involve, or relate to 21<sup>st</sup> CCLC.

##### B. Complaints Originating at the Local Level

As part of its Assurances within ESEA program grant application and pursuant to Section 9306 of the ESEA, and LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Department until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the Department with written proof of their attempt to resolve the issue at the local level.

##### C. Filing a Complaint

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

- i. 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
- ii. The date on which the violation occurred
- iii. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);



- iv. A list of the names and telephone numbers of individuals who can provide additional information
- v. Whether a complaint has been filed with any other government agency, and if so, which agency
- vi. Copies of all applicable documents supporting the complainant's position
- vii. The address of the complainant

The complaint must be addressed to:

Georgia Department of Education  
Office of Legal Services  
205 Jesse Hill Jr. Drive SE

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

2052 Twin Tower East  
Atlanta, GA 30334  
Telephone: [\(404\) 463-1537](tel:4044631537)  
Email: [sdrake@doe.k12.ga.us](mailto:sdrake@doe.k12.ga.us)

Once the complaint is received by the Office of Legal Services, it will be copied and forwarded to the appropriate Federal Program Manager.

D. Investigation of Complaint

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

- a. The date the Department received the complaint;
- b. How the complainant may provide additional information;
- c. A statement of the ways in which the department may investigate or address the complaint; and
- d. Any other pertinent information

## I. CYBERSAFETY at Johnson County Schools

### ***CYBERSAFETY USE AGREEMENT FOR ALL SCHOOL STAFF***



**This document is comprised of this cover page and three sections:**

**Section A: Important Cybersafety Initiatives and Rules**

## Section B: Some Important Staff Obligations Regarding Student Cybersafety

## Section C: Staff Cybersafety Use Agreement Form.

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### Instructions for staff

1. Please read the entire document carefully.
2. If any clarification is required, it should be discussed with the cybersafety manager or the principal before the document is signed. Additional background information on use agreements can be found on the NetSafe website <http://www.doe.k12.ga.us/cybersafety.aspx>
3. Detach Section C, sign and return it to the office.
4. It is important to retain the remaining pages for future reference.

#### **Important terms used in this document:**

- (a) **'Cybersafety'** refers to the safe use of the Internet and technology equipment/devices, including mobile phones
- (b) **'School Technology'** refers to the school's computer network, Internet access facilities, computers, and other school technology equipment/devices as outlined in (d) below
- (c) The term **'Technology equipment/devices'** used in this document, includes but is not limited to; computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (d) **'Objectionable'** in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

**Additional information can be found on NetSafe's website**

**<http://www.doe.k12.ga.us/cybersafety.aspx>**

### **IMPORTANT JOHNSON COUNTY BOARD OF EDUCATION CYBERSAFETY INITIATIVES AND RULES**

The measures to ensure the cybersafety of Johnson County Schools outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school technology equipment/devices bring great benefits to the teaching and learning programs at [Every School], and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

1. Cybersafety use agreements
  - 1.1 All staff, students and volunteers, *whether or not* they make use of the school's computer network, Internet access facilities, computers and other technology equipment/devices in the school environment, will be issued with a use agreement.
  - 1.2 Staff are required to read these pages carefully, and return the signed use agreement form in Section C to the school office for filing.
  - 1.3 The school's computer network, Internet access facilities, computers and other school technology equipment/devices are for educational purposes appropriate to the school environment. Staff may also use school technology for professional development and personal use which is both reasonable

and appropriate to the school environment. This applies whether the technology equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

- 1.4 Any staff member who has a signed use agreement with the school and allows another person who does not have a signed use agreement to use the school technology, is responsible for that use.
2. The use of any privately-owned/leased technology equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased technology equipment/devices brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.
3. When using school technology, or privately-owned technology on the school site or at any school-related activity, users must not:
  - Initiate access to inappropriate or illegal material
  - Save or distribute such material by copying, storing, printing or showing to other people.
4. Users must not use any electronic communication (e.g., email, text) in a way that could cause offense to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.
5. Staff are reminded to be aware of professional and ethical obligations when communicating via technology with students outside school hours.
6. Users must not attempt to download, install or connect any software or hardware onto school technology equipment, or utilize such software/hardware, unless authorized by the Technology Manager.
7. All material submitted for publication on the school website/intranet(s) should be appropriate to the school environment. Such material can be posted only by those given the authority to do so by senior management.
8. All school technology equipment/devices should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the technology manager.
9. All users are expected to practice sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads or downloads.
10. The users of school technology equipment and devices must comply with the Copyright laws and any licensing agreements relating to original work.
11. Passwords must be strong, kept confidential and not shared with anyone else. A strong password is at least 8 characters in length with a mix of lower case (abd . . .) and uppercase (ABC . . .) letters, symbols (#\* @ . . .) and numerals (123 . . .).
12. Users should not allow any other person access to any equipment/device logged in under their own user account, unless with special permission from senior management.
13. The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the school network or any technology device.
14. Dealing with incidents
  - 14.1 Staff must follow procedures relating to the school cybersafety incident book.
  - 14.2 Any incidents involving the unintentional or deliberate accessing of inappropriate material by staff or students, must be recorded in handwriting in the cybersafety incident book with the date, time and other relevant details.

In the event of access of such material, users should:

- |                    |
|--------------------|
| 1. Not show others |
|--------------------|

- |    |  |
|----|--|
| 2. | Close or minimize the window, and                                      |
| 3. | Report the incident as soon as practicable to the cybersafety manager. |

- 14.3 If an incident involves inappropriate material or activities of a serious nature, or is suspected of being illegal, it is necessary for the incident to be reported to *[the appropriate person]* IMMEDIATELY.
15. Any electronic data or files created or modified on behalf of Johnson County Schools on any technology, regardless of who owns the technology, are the property of Johnson County Board of Education.
16. Monitoring by the school
- 16.1 The school may monitor traffic and material sent and received using the school's technology infrastructures.
- 16.2 The school reserves the right to deploy filtering and/or monitoring software where appropriate to restrict technology access to certain sites and data, including email.
- 16.3 Users must not attempt to circumvent filtering or monitoring.
17. Breaches of the agreement
- 17.1 A breach of the use agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, antisocial activities such as harassment or misuse of the school technology in a manner that could be harmful to the safety of the school or call into question the user's suitability to be in a school environment.
- 17.2 If there is a suspected breach of the use agreement involving privately-owned technology on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.
18. The school reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other school technology equipment/devices, or commission an independent audit. If deemed necessary, this audit will include any stored content, and all aspects of its use, including email. An audit may include any laptops provided by or subsidized by/through the school or provided /subsidized by the Ministry of Education.
- Please note that conducting an audit does not give any representative of [Every School] the right to enter the home of school personnel, nor the right to seize or search any technology equipment/devices belonging to that person, except to the extent permitted by law.
19. Queries or concerns
- 19.1 Staff should take any queries or concerns regarding technical matters to the technology manager.
- 19.2 Queries or concerns regarding other cybersafety issues should be taken to the cybersafety manager, or to the principal.
- 19.3 In the event of a serious incident which occurs when the cybersafety manager and the principal are not available, another member of senior management should be informed immediately.

## SECTION B

### *SOME IMPORTANT STAFF REQUIREMENTS REGARDING STUDENT CYBERSAFETY*

1. Staff have the professional responsibility to ensure the safety and wellbeing of children using the school's computer network, Internet access facilities, computers and other school technology equipment/devices on the school site or at any school-related activity.

2. If staff are aware that a student has not signed a use agreement, the student will not be permitted to use school technology unless there are special circumstances approved by the principal.
3. If staff are aware of any students who have not signed a use agreement their names should be reported to the principal, or to the cybersafety manager.
4. Staff should guide students in effective strategies for searching and using the Internet.
5. While students are accessing the Internet in a classroom situation, the supervising staff member should be an active presence. The cybersafety manager will advise about cybersafety protocols regarding Internet access by students in other situations.
6. Staff should support students in following the student use agreement. This includes:
  - a. Endeavoring to check that all students in their care understand the requirements of the student agreement
  - b. Regularly reminding students of the contents of the use agreement they have signed, and encouraging them to make positive use of technology.
7. Staff are expected to follow the instructions of the cybersafety manager regarding their role in maintaining cybersafety if students of the school are permitted email accounts. (Student email accounts may involve remote access, or access to private non-school email from within the school or on the school network).

## SECTION C

### ***JOHNSON COUNTY SCHOOLS STAFF CYBERSAFETY USE AGREEMENT FORM***

Please complete, sign, and date this Staff Use Agreement Form which confirms your agreement to follow the obligations and responsibilities outlined in this document. The key obligations and responsibilities are:

- All technology use must be appropriate to the school environment
- Passwords will be kept confidential
- The principles of confidentiality, privacy and copyright apply.

If you have any queries about the agreement, you are encouraged to discuss them with the cybersafety manager or the principal before you sign. Once signed, this form should be returned to the school office to be passed on to the cybersafety manager for filing with staff records.

A copy of the signed form will be supplied to you.

*Media Specialists at Johnson County Schools will serve as cybersafety managers.*

***Additional information can be found on the NetSafe website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)***

Please check one -	
<input type="checkbox"/>	I believe that I have sufficient knowledge to safely supervise the use made by students in my care of the school's computer network, Internet access facilities, computers and other school technology equipment/devices.
<input type="checkbox"/>	I require additional training/professional development in order to safely supervise the use made by students in my care of the school's computer network, Internet access facilities, computers and other school technology equipment/ devices.

Use agreement

I have read and am aware of the obligations and responsibilities outlined in this Staff Cybersafety Use Agreement document, a copy of which I have been advised to retain for reference. These obligations and responsibilities relate to the cybersafety of students, the school community and the school environment.	
I also understand that breaches of this Staff Cybersafety Use Agreement will be investigated and could result in disciplinary action, and where required, referral to law enforcement.	
Name:	
Role in the school:	
Signature:	
Date:	

### ***SIGN AND RETURN***

Please read and discuss this handbook with your child(ren) and assist us in maintaining a positive learning environment. Please sign and return the Johnson County Elementary Signature Form (Handbook, Parent Compact, and CyberSafety Use) to acknowledge receipt of the JCES handbook. A separate set of forms is required for each child that you have attending JCES. Please return this form by Friday, August 9, 2024.