

JONES COUNTY PRE-K

PARENT ~ STUDENT HANDBOOK

2021-2022



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Jones County School System Mission Statement
Success for ALL through Academic Achievement, Responsible Behavior and an
Engaged Community

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

Jones County Schools
Academic Calendar
2021-2022

July 27 - Aug. 3		Pre-Planning Days
August 4	W	1 st Day of School
September 6	M	Labor Day Holiday
October 8	F	Distance Learning/Professional Learning
October 11-15	M - F	Fall Break
November 22-26	M - F	Thanksgiving Holidays
December 17	F	Last Day before Christmas
Dec. 18 – Jan. 3		Christmas Holidays
January 3	M	Planning Day/Student Holiday
January 4	T	Students Return to School
January 17	M	Martin Luther King Holiday
February 17	Th	Distance Learning/Professional Learning
February 18, 21	F - M	Presidents' Day Holiday
April 4-8	M - F	Spring Break
May 24	T	Last Day of School
May 25-27	W - F	Professional Learning Days

See an updated JC Pre-K calendar online at <https://www.jonescnytsd.ga.schools.bz/prek/home> for current events. All school events, schedules, assignments, special notices, menus, calendars, and other important information are posted for your review. Please contact the school office for information and/or assistance.

COVID-19 GUIDANCE

**Denotes when guidance specific to COVID-19 is different and included in the Jones County School System Pandemic Response Plan and the Addendum.

Title IX

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

Title IX Coordinator: Mr. Raymond Braziel 478-986-3032

Jones County Pre-K Contact Information

Project Director	Teresa McCuen	tmccuen@jones.k12.ga.us
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Program for Exceptional Children	Julie Eavenson	jeavenson@jones.k12.ga.us
Rtl Coordinators	Brianna Kelley	bkelly@jones.k12.ga.us
	Jennifer Stark	jstark@jones.k12.ga.us
504 Coordinator	Dena Smith	dsmith@jones.k12.ga.us
Speech	Melanie Suk	msuk@jones.k12.ga.us
School Nurse	Angela Bagwell	abagwell@jones.k12.ga.us

Jones County Pre-K Daily Schedule

Student Early Morning Drop Off	7:15 AM – 7:40 AM
Student Drive Through Drop Off	7:45 AM – 8:10 AM
Tardy	8:15 AM
<i>Students must be <u>in their classrooms</u> before 8:15 AM</i>	
Instructional Day	8:15 AM – 2:45 PM
Dismissal for Car Riders	2:30 - 3:00 PM
Building Closes for Operation	4:00 PM

Welcome to Jones County Pre-K. We are very excited about working with you and your child this school year! We believe that both the parents and the school are joint partners in the total education of your child. It is very important that we work together, between home and school, to make this a very successful school year for your child!

OUR BELIEF STATEMENTS

We believe that **PLAY** allows children to be creative and imaginative while learning to problem solve, share, and build their vocabulary.

We believe children **LEARN** new skills when they are developmentally ready.

We believe children **GROW** by gaining independence in order to become self-confident and enthusiastic learners.

TIPS FOR PARENTS

1. Make sure your child's first and last name are on all of their personal items.
2. Your child will need a regular size book bag that is clear or mess (no book bag with wheels) to bring materials from school to home.
3. Make sure your child has regular attendance and comes to school on time.
4. Your child may experience separation anxiety and cry during the first couple of weeks of school. This is normal behavior and it will take some time for your child to get adjusted to school. In order to make this a smooth transition for your child, we ask that you do not linger because it will intensify your child's anxiety.
5. Show interest in the work that your child brings home. Build your child's confidence by asking him/her to discuss the work. It is very important to encourage and model language. Be specific when asking your child questions such as, "Did you listen to a story today?", "Who was in the story?", "What did they do?", and "What was your favorite part of the story?" Being positive and supportive encourages your child to enjoy school.
6. Encourage your child to take care of his/her own personal needs by practicing self-help skills at home such as going to the bathroom, washing their hands, putting away their belongings and cleaning up behind themselves.
7. Practice personal/social skills such as listening and following directions, sharing, taking turns, and respecting adults and their peers.
8. Make sure you keep contact information updated. It is important that we have the correct address and telephone number(s) in case of an emergency.
9. Recognize that each child is different and develops at different levels.
10. Remember, you are your child's first and most important teacher!

ACCEPTABLE USE POLICY FOR STUDENTS

Internet access privileges are available to students in the Jones County School System. We believe the Internet offers vast, diverse, and unique resources to both students and faculty. Our goal in providing this service is to promote educational excellence in schools by facilitating communication, research, and collaboration. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With this access comes the availability to material that may not be considered of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, but we believe the valuable information and interaction available on this global network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Jones County School System.

NOTE: You will receive an acceptable internet use agreement that you and your child must review before your child is allowed to use the Internet at Jones County Pre-K. Please read it carefully before consenting because it is a legally binding document.

ADMISSION POLICY FOR JONES COUNTY SCHOOL SYSTEM

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

Required documents:

- a) Certified birth certificate displaying a state file number must be provided at the time of registration
- b) An up-to-date immunization record; State Form 3231
- c) Eye, ear, dental and nutrition screening certificate; State Form 3300
- d) Social Security card (or evidence of approved waiver)
- e) Three proofs of residence

All Kindergarten students and students in grades Third, Sixth, and Ninth, will be required to provide proof of residency, in accordance with JCSS policy and the corresponding procedures.

Jones County Residents – Property Owners

The following items are acceptable proofs of residency for FULL TIME residents:

- Current property tax statement in the name of the property owner indicating homestead status, or
 - Mortgage statement,
 - AND an additional proof of residency to include:
 - current utility bill (electricity) or
 - initiation of service from a power company in the name of the enrolling parent/guardian, (Water bills will not be accepted.)
 - If the family has a purchase contract on a home –The contract should have the complete address, all signatures, and a closing date within 30 days of the date the student will start school.
-

Jones County Residents – Renters

The following items are acceptable proofs of residency:

- If the family has a rental agreement, the lease or rental agreement should have a start date and an end date OR month to month providing revisions for additional house guest aside from the renter, rental agreement requires the name and contact number of the property owner. If utilities are included in the rental agreement, the contract provided must indicate which utilities are included.
- Only rental agreements will be accepted. No handwritten agreements or generic rental agreements will be accepted.
- AND two additional proofs of residency include:
 - Current utility bill (electricity) or
 - Disconnect of Service from Previous Residence
 - Department of Labor Letter / Filing or
 - Recent paycheck stub / IRS filing with address included
 - Car Insurance filing with address and name of parent/guardian who is listed on the rental agreement or
 - Bank Statement with address of affidavit filing

Information should be updated during the school year as needed. If the family moves out of the school district, the parents/guardians are responsible for notifying the school office so that a school transfer may be initiated, if necessary. Failure to do so will result in the school reporting this non-compliance to the Board of Education.

Automatic withdrawal of the student, a fine of \$1,000, and legal action may result for falsifying records. A student must attend school within the district in which he/she resides unless a hardship has been granted by the Board of Education. Proof of residency may be requested at any time during the school year along with the custodial parents'/guardians' driver's license information.

JONES COUNTY BOARD OF EDUCATION AND BRIGHT FROM THE START (BFTS): DEPARTMENT OF EARLY CARE AND LEARNING (DECAL) requires our Pre-K Program to keep the following documentation on file for each Pre-K student:

- Eligibility Requirements
(Pre-K child must be 4 years of age on or before September 1, 2020)
- Birth Certificate
- Social Security Card
- Immunization Record
- Ear, Eye, Dental and Nutrition Form
- Acceptable Proofs of Residency
- Pre-K Application
- BFTS Roster Form
- Transportation and Emergency Contact Information
- Jones County Registration Forms
- Attendance Records
- Work Sampling/Portfolio Assessment

ASSESSMENTS

Work Sampling Online (WSO)

This is used to collect formal and informal data on how the students are performing in the classroom. The teachers observe, document and evaluate what children know, understand and what they can do. Anecdotal notes, work samples, photos, matrices, and checklists are used to document the student's progress over the seven learning domains throughout the school year. The assessment system is used to plan instruction-creating lessons that meet the individual needs of children and to inform families reporting to parents and guardians about a child's cognitive, physical and social growth and development.

ATTENDANCE

Bright from the Start

Pre-K is required to document and monitor attendance throughout the school year. The state has specific guidelines and procedures on what they consider to be "Chronic Absenteeism and Tardiness."

- Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation.
- Chronic tardiness is defined as late arrival or early departure more than once per week.

- Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), for an example; if a child is late every Monday or absent every Tuesday or leaves early every Friday.
- **Children, who do not attend class, are late or leave early for ten consecutive days without medical or other reasonable explanation, must be removed from the Pre-K roster.**
- Pre-K is required to provide documentation of an intervention plan with parents/guardians of children who meet the definition of chronically tardy or absent.
- **Children who continue to be chronically tardy or absent after an intervention plan has been implemented will result in disenrollment.**

JONES COUNTY SCHOOL SYSTEM STUDENT COMPULSORY ATTENDANCE

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

JONES COUNTY STUDENT ATTENDANCE PROTOCOL

Level I: Two (2) Unexcused Absences

Parent/guardian will be contacted via email, phone call, or letter.

Level II: Five (5) Unexcused Absences

Director or designee will request for the parents/guardian to sign an Attendance Contract.

Level III: Ten (10) Unexcused Absences

Disenrollment

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

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

EXCUSED AND UNEXCUSED ABSENCES

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

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

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

Upon returning to school, students should complete makeup work within five (5) school days. Parents may pick up homework assignments in the school office.

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

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

EXCESSIVE EXCUSED ABSENCES

A parent/guardian note for a student's illness related absence is only valid for five (5) days per semester. After a student exceeds five days within a semester, a doctor's note is required to excuse the student's absence(s). The Director and Executive Director of Student Services retain the right to excuse absences on an individual basis.

TARDY/EARLY DISMISSAL

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

1. Parent/Guardian must follow the same process to excuse (personal illness, illness in immediate family, death in the family, religious holidays, or court order) an early dismissal or tardy as they do to excuse an absence.
2. Each school will develop interventions to address excessive tardiness. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the school day.
3. The Director has the discretion to excuse tardiness for extenuating circumstances.

MEDICAL APPOINTMENTS

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

MILITARY FAMILY DEPLOYMENT AND ABSENCES FOR SPECIAL CONSIDERATION

Jones County School System is supportive of our military families, especially during the difficult times of deployment. In an effort to ease the burden of our students who have a parent or legal guardian deploying or is on leave from overseas deployment to a combat zone or combat support posting, Jones County Schools will allow up to a total of five (5) days of excused absences each academic year.

A student whose parent or legal guardian is currently serving or previously served on active duty in the military will be allowed up to a maximum of five (5) days per school year, not to exceed two academic years, to attend military affairs sponsored events, provided the student provides documentation prior to the absence from:

1. A provider of care at or sponsored by a medical facility of the United States Department of Veteran Affairs; or
2. An event sponsored by a corporation exempt from taxation under Section 501© (19) of the Internal Revenue Code.

Custody Issues of Minor Children and School Attendance in Georgia

Compulsory school attendance law requires that minor children attend school in the school attendance area where their parents or legal guardian resides. Generally, this policy is self-explanatory and simple to apply provided the child resides with both parents in the same household or in the home of a third person with an order of guardianship. This policy may be difficult to apply when the parents are separated or divorced, or the child is residing with a third person (grandparent, brother, sister, uncle, or aunt) and the third person does not have an order of guardianship. Generally, a child's residence is the residence of the parent possessing legal custody by order of a court or a third person possessing guardianship over the child by a court order. Absent a court order

from the Superior or Juvenile Courts or Letters of Guardianship from the Probate Court, a non-custodial parent or third person may not enroll the child. In the case of parents who are divorced or the parents have "relinquished custody" either voluntarily or through court order, the following statute (Code Section. 19-2-4) applies:

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

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

JONES COUNTY SCHOOLS STUDENT BOOK BAGS

As part of our commitment to school safety, we continually review our policies and procedures to ensure that we are providing a safe and secure learning environment. Therefore, all backpacks and book bags must be clear plastic or mesh. This restriction does not apply to lunch boxes, athletic bags or musical instrument cases. These special purposed items will be stored in a designated area. Our goal is to provide the safest environment possible for students and staff.

BULLYING

BOARD POLICY

Descriptor Code: JC DAG

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

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

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of

threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Original Adopted Date:3/8/2011
Last Revised: 6/14/2016

CHILD ABUSE AND NEGLECT REPORTING PROCEDURE

In fulfilling Georgia Law and GBOE Policy, all educators in the Jones County School System are to report suspected child abuse and neglect cases by the guidelines and procedures as described below: Any child under 18 years of age who is believed to have had physical injury or injuries inflicted upon him or her, other than by accidental means, by a parent or caretaker, or has been neglected or exploited by a parent or caretaker or has been sexually assaulted shall be identified to a child welfare agency providing protective services where the child lives (DFCS). All school personnel suspecting child abuse and/or neglect shall make complaints to the designated delegate of the school superintendent (principal and school counselor). The superintendent shall be notified of all referrals on child abuse and neglect received (or his/her designee and/or system social worker). Any teacher or other school personnel suspecting child abuse and/or neglect are to report it to the child's principal or school counselor. The principal or school counselor will then contact the county social worker who is to make contact with the Department of Family Children Services. Principals are school coordinators and as such are responsible for informing personnel of their responsibility and of ensuring them this action is legal under Section 99.32(s)5 and 99.36 of the Family Educational Rights and Privacy Act and constitutes no violation of confidentiality.

CLUBS AND ORGANIZATIONS:Section 4:PART 1 of ARTICLE 16 of CHAPTER 2 TITLE 20

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

Note: The Jones County School System does not support any type of initiation ritual(s) and/or hazing in order that one may become a member of a club or group. New clubs that are not co-curricular will be not be added. In addition, any existing club that does not maintain an active status will be removed and not eligible to return. Please contact your child's school for a list of the clubs/organizations that are sponsored by the school.

COMMUNICATION

****Conferences**

Parent-teacher conferences will be scheduled two times a year. The teachers will contact you for a convenient date and time to schedule your conference. The purpose of the parent-teacher conferences is to keep you informed of your child's progress. These conferences are very important and we ask that you try your best to make and keep your appointment with your child's teacher.

****Parent Workshops**

Parent meetings and workshops will be scheduled on a variety of subject areas to enhance your awareness as a parent in order to better support your child's education. This is a vital part of our Pre-K Program, therefore, we strongly encourage all parents to attend and participate.

Red Folder

The red folder is used as a form of communication between school and home. There is a pocket that says "**Keep at Home**" and a pocket that says "**Return to School**" inside the red folder. It is very important to return the red folder to school when it comes home.

CURRICULUM

Pre-K Curriculum

Georgia Early Learning and Developmental Standards (**GELDS**) are high quality standards for birth to age five. They were developed to provide a foundation for instruction in all Pre-K classrooms. They reflect current educational research and are aligned with the Common Core Georgia Performance Standards (CCGPS) for grades K - 12. The purpose of the GELDS is to outline what children should know and be able to do before kindergarten entry. These research-based standards will be used to guide teachers in assessment, instruction and the planning of developmental knowledge, skills and concepts that children will need to make progress in all learning areas.

****Field Trips**

Field trips to nearby points of interest may be scheduled throughout the school year. If scheduled, these trips will be designed to supplement the curriculum and to provide a variety of experiences for the students. Parents will receive notices of field trips, including the cost per student, and will be asked to sign and return the permission slip form with cost for the trip. Children who do not have a signed permission slip will not be allowed to attend the field trip. Parents will be asked on a rotating basis to chaperon on the field trips. If you want to take your child with you from the field trip site, **YOU MUST SIGN THE CHILD OUT AND THE SCHOOL WILL NO LONGER BE RESPONSIBLE FOR THE CHILD ONCE YOU SIGN THEM OUT.**

CUSTODY CONCERNS AND/OR SPECIAL PICK-UPS

Please notify the office staff if you have special concerns about certain individuals being allowed to pick up your child from school, visit your child during school hours or at school functions, and/or having access to a child's records. You will be asked to provide legal documentation to the school, to ensure that your needs are met.

DISCIPLINE

CORPORAL PUNISHMENT

The Jones County Board of Education policy on corporal punishment prohibits any principal or designee employed by the JCBOE from using corporal punishment as a means of discipline in the Jones County Schools.

JONES COUNTY PRE-K: PRACTICES REGARDING DISCIPLINARY ACTIONS

The behavior expected from our Pre-K students is that of common courtesy and safety: Respectful, Responsible, and Safe. There are only a few areas that require specific rules. The following types of conduct are never permissible.

1. Fighting
2. Defiance and/or aggression of school staff
3. Causing bodily harm
4. Spitting
4. Use of profanity
5. Possession of weapons or other dangerous objects **(toy guns and/or knives)**

If your child exhibits one or more of the above behaviors or any other behaviors that consistently disrupt his/her ability to learn and/or the classroom routine and/or cause any hurt, harm or danger to themselves or others - parents will be notified and subject to attend a conference to plan and implement interventions that will help to support the student's behaviors. **Chronic misbehavior could result in suspension and/or disenrollment.**

Parents have the legal right to request to see all disciplinary records collected on their child(ren). [Refer to FERPA 1974.] School administrators have the right to modify and/or render decisions concerning all school discipline. We strongly encourage the parent(s)/guardian(s) to take an active interest in the behavioral actions of their child(ren). Should a parent/guardian wish to speak with an administrator concerning any disciplinary action, contact the office at 478-986-5384 to set up an appointment. We invite parents to visit the school and/or classroom settings, in accordance with school procedures, in an attempt to develop and promote a positive school climate. The administration of Jones County Pre-K welcomes the opportunity to work in conjunction with families to help ensure a safe and positive learning environment.

GANG POLICY

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

SCHOOL CODE OF CONDUCT (Pyramid Model)

Jones County Pre-K Code of Conduct supports a county wide vision of teaching our students to be respectful, responsible and safe; demonstrating actions towards positive behavior. Our goal is to teach our students skills that will help them to problem solve and self-regulate their feelings and emotions. We teach students how to problem solve by: modeling love, patience, and respect; modeling how to use language to help them to express themselves appropriately; and teach them the skills to think and problem solve own their own. We use the Pyramid Model which is aligned with K-12 PBIS. The Pyramid Model is our framework for PBIS (Positive Behavioral Interventions and Supports). It is a 3 tiered framework that provides evidence-based practices. The framework provides supports to promote the social emotional development of young children. The Pyramid Model supports PBIS goals -respectful, responsible, and safe behavior.

DRESS CODE/CLOTHING

Pre-K

- **Pre-K students are not allowed to wear flip flops to school.** Shoes must be securely fastened at the heel. Roller skate tennis shoes are not permitted. Garments that snap between the legs are not allowed. Girls must wear shorts under their dresses or skirts.
- **Change of Clothes** - It is not unusual for young children to wet their clothes. Please send a complete change of clothes (top, bottom, under garments and socks) for your child on the first day of school. Be sure to label their clothes. As the seasons change, please replace the clothes with appropriate clothing according to the weather. If your child has an accident at school, send another set of clothes the next day.

JONES COUNTY

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

The multiplicity of styles and the frequency of change prohibits detailed itemizing of all patterns of dress and grooming. However, the JCBOE is committed to maintaining a dignified school environment. Grooming, personal hygiene, and dress may in no way detract from the learning process of the student or of others.

School officials are charged with the responsibility of enforcing this policy and making decisions in situations requiring judgmental interpretation. Exceptions to this dress code may be permitted for special events. The principal must notify the superintendent of the exception prior to the event.

DRUG FREE SCHOOL

The use or possession of narcotics, alcoholic beverages, or stimulant drugs in or on school property, or in any vehicle while such vehicle is being used to transport students for the school system is prohibited. Attendance at school events while under the influence of intoxicants is prohibited.

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant or any kind:

- On the school grounds during and immediately before or immediately after school hours,
- On the school grounds at any other times when school is being used by any school group,
- Off the school grounds while at a school activity, function, or event,
- En route to and from school, or
- Off the school grounds while the student is in attendance at school or is otherwise subject to jurisdiction of school authorities.

Teachers and staff members are required by Georgia Law to report incidences of student drug use to an administrator. The principal shall notify the parents and any appropriate child welfare agency, including law enforcement. Persons making such reports are immune from civil or criminal liability when the report is made in good faith. Any person in violation of the provisions explained above will be suspended from school and referred to a Disciplinary Review Hearing.

EMERGENCY PROTOCOLS

The following drills are conducted throughout the school year;

- 1) Fire Drills 2) Tornado Drills 3) Lockdown Drills 4) Bomb Threat Drills
5) Campus Evacuation Drills 6) Bus Evacuation Drills

Note: Lockdown Drills, Bomb Threat Drills, and Campus Evacuation Drills are never conducted without prior notice to teachers and students. Fire Drills, Tornado Drills, and Bus Evacuation Drills are held without prior notice.

- Masks will be encouraged, but not required. Students will be allowed to wear any type of mask/face covering as long as it follows the dress code policy. (Refer to the 7-9-20 JCSS Cleaning Guidelines document.)
- Arrival and Dismissal Procedures may be altered in the event of special circumstances. Students and parents will be notified in the event if this occurs.
- Allowing visitors in school buildings may be altered in the event of special circumstances. Students and parents will be notified in the event if this occurs.

FACULTY CREDENTIALS AND CERTIFICATION

The Jones County School System is proud of the professional credentials of its teaching staff and will furnish to you, upon request, the professional qualifications of any of your child's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

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

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

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

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

It is the policy of the JCBOE not to discriminate on the basis of sex, age, race, handicap, religion, military status, or national origin in the educational programs and activities or admissions to facilities operated by the JCBOE. The Board shall comply with Title IX of the Education Amendments (1972), Title VI of the Civil Rights Act (1964), Title II of Vocational Education Amendments (1976) and Section 504 of the Rehabilitation Act (1973). To insure compliance with this policy, the Superintendent of Schools shall; designate staff to coordinate Title VI, Section 504, Title IX, Sex Equity and other efforts of the system to comply; investigate any complaints of violations with this policy; develop and administer a grievance procedure for personnel and students. The Superintendent shall provide for publication of these policies for all students in Jones County Schools, parents of students, employees of the JCBOE, and interested local groups. The Jones County 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 participation in official school activities and sports;
- c. Weight and height of student if he/she is a member of an athletic team;
- d. Dates of attendance at schools within the Jones County School District;
- e. Honors and awards received during the time enrolled in the district's schools;
- f. Photograph; and
- g. Grade level.

Student records will be forwarded, without further notice to parents/guardians or eligible students, to any school within or outside the Jones County School system upon request of the school where a student is enrolling. Local units of administration shall not withhold any student record because of nonpayment of fees. However, schools may withhold report cards, diplomas, or certificates of progress until fees are paid. To ensure compliance with this policy, the following have been identified as persons to coordinate these programs:

Title I & II Coordinator: Charlotte Foskey

Title IX Coordinator: Raymond Braziel

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

Any eligible student or 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.

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 FERPA regulations. 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.

FEES/OWED BALANCES

Please be aware that outstanding balances at the close of the school year will "freeze" student records. Records will be held until such time the outstanding balance is cleared.

****HEALTH RELATED SERVICES**

If a student is injured at school, trained staff will render first aid. Parents/Guardians will then be contacted in those cases which the school deems are serious enough to warrant communication. If the school is unable to contact the parent, the emergency telephone contact person(s) will be called in an effort to find someone to come for the child. Please assist the school by providing current emergency numbers to be used in the event that you are not available. When a student becomes ill at school, the parent will be notified just as in the case of an accident. Parents will also be contacted in cases of children soiling their clothes at school through accidents such as vomiting, urinating, or defecation. If a student shows signs of illness, s/he should not be sent to school.

Parental assistance is urgently needed in providing pertinent medical information upon enrollment of the child in school. Please assist the school by notifying the office of any change in student data (medical or otherwise) that will ensure your child's success for a safe and healthy school year.

WHEN TO KEEP YOUR CHILD HOME

The Health Services department uses "Best Practice" standards that strive to eliminate barriers, increase student attendance, and identify health related concerns that influence learning. As an effort to keep all students healthy, please refer to the guidelines below when considering returning a sick child to school.

1. **A child should be fever-free for 24 hours without medication before returning to school.**
2. A child with strep throat must be on an antibiotic for 24 hours before returning.
3. A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor's note.
4. A child with chicken pox may only return to school when all lesions have crusted over. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
5. All open, draining, or contagious skin areas must be able to be contained by a bandage/covering. Please provide a note from the doctor releasing the student to school and to excuse the absence(s).
6. A child with scabies will be allowed to return to school the following day after the first treatment.

KEEP A CHILD HOME IF S/HE:

1. **Has a fever* of 100.4 degrees or higher in the past 24 hours.**
2. Is nauseous and/or vomiting and/or has had diarrhea in the past 24 hours.
3. Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.
4. Has undiagnosed skin rashes, or contagious conditions such as scabies or chicken pox. Student will be excluded from school until the rash is gone or when cleared up by a physician for any contagious illness. Your doctor can help determine the exact cause and ensure you receive proper treatment.
5. Live lice on the scalp – student will only be allowed to attend school if nit free.

*A fever refers to a temperature of 100.4 degrees or more without the use of Tylenol or Advil or other fever reducing medications.

The information provided in this section is not intended to replace physician advice. When your child is ill, please contact your healthcare provider.

HEAD LICE

If a student is found to have active head lice, the parent will be called to pick him/her up. The Director or designee will provide educational material to assist the parent/guardian with eliminating lice from the student and environment. The student will not be allowed back into school with live lice. The Director or designee will inspect the student's scalp for active lice upon initial re-entry after treatment and every 7 days up to 21 days, or until clear of lice and nits.

Please help the school prevent lice outbreaks by encouraging your child not to share clothing items or other personal items such as combs, brushes, and towels with friends. A school nurse is available for consultation with difficult cases.

PRESCRIPTION AND OVER THE COUNTER MEDICATION GUIDELINES

Medications are NOT to be transported by children on school buses. Medications must be in the original prescription container, no baggies, foil, etc. Please do not ask your child to transport medicine. All medication must be brought to the school by the parent/ guardian. Drugs of any kind are dangerous in the possession of children. Medications that are prescribed to be taken in the a.m. must be administered at home.

If a child must carry medications (ex: inhalers for asthma, epi pen), a written statement from the doctor MUST be presented and kept on file at all times.

Medications to be given at school MUST be listed on the School Clinic Record, and on the Medical Authorization and Release form available from the school office. NO prescription medication will be given to children at school without written signed consent from a parent/ guardian. Verbal consent is NOT a valid form of communication when the safety of children is at risk.

If a child is to receive medication for longer than 20 days, the Medical Authorization and Release form MUST be signed by the prescribing physician.

It is the responsibility of the parent/guardian to inform the school of any changes. New medications or dosage will not be given unless a new form is completed. Medication is a parental responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication.

Unused medication should be retrieved from the school office/Clinic within one week after medication is discontinued; otherwise the school will dispose of the remaining medication.

SCHOOL CLOSINGS

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

LOST AND FOUND

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

NAP TIME

The children will have rest time every day for one hour. Cots are provided by the school for your child to sleep on. It is not **required** that your child sleep at nap time. However, we do ask that the children try to relax quietly while others are sleeping. Send a beach towel for nap time. Due to limited space, sleeping bags, large pillows and blankets are not allowed. Please, label your child's personal items. These items will stay at the school and sent home periodically to be washed.

NUTRITION PROGRAM: PROVIDING HEALTHY MEALS FOR ALL OUR CHILDREN

The mission of the school nutrition program is to advance the availability, quality and acceptance of the school nutrition program as an integral part of education. Therefore, the nutrition staff of Jones County schools has a very important responsibility. Our staff, known as "Team Nutrition" at each school, is dedicated to helping children stay healthy and be ready to learn. The Jones County School Nutrition Program complies with the Healthy, Hunger-Free Kids Acts of 2010. This Act requires USDA to establish nutritious standards for all foods provided during the school day, to promote healthier eating habits for growing young bodies for all school ages. In addition, the school meal service is provided to students, staff and faculty daily by a team of professional food service assistants and managers who meet annual training standards to be certified by the national and state School Nutrition Association.

Meal Applications

The Jones County School Nutrition Program will be operating under the Seamless Summer Option for the school year; 2021/22. USDA recently announced the extension of this initiative through June 2022. This means that all enrolled students will eat breakfast and lunch at no charge. Meal applications will not be distributed or collected as this data is not needed to determine eligibility.

Adult Meal Prices:

Adult Breakfast	\$2.25
Adult Lunch	\$3.35

Menus

School menus will continue to offer more fruits and vegetables, whole-grain enriched foods and low-fat and fat-free milk. Team Nutrition has pledged to "Shake It Up!" this school year with new seasonings and blends to enhance food flavor and quality while still reducing sodium, fat, sugar and calories. In addition, Team Nutrition will be adding new food items as taste-tests, availability, costs, and participation allows. Monthly menus can be found at <https://www.jonescntysd.ga.schools.bz/Administration/6>. Menus are also posted in the cafeterias and copies provided to office staff. Menus are also subject to change due to product availability, delivery issues.

Special Diets

Special diets are available for children with specific needs. State law requires a doctor's written request before any diet modifications may be made. The Nutrition manager works with the school nurse and others to secure the necessary documentation in order for meal modifications to be offered. For questions or more information about the School Nutrition Program, contact the Manager at your child's school or call the Nutrition office at (478) 986-1390.

OUTDOOR PLAY

Outside recess is cancelled due to weather factors under one or more of the following conditions:

1. The temperature drops below the freezing mark
2. Wind chill conditions are dangerous
3. Precipitation
4. Lightning and/or storm warnings
5. Dangerous heat indexes

Should you have reasons for your child to remain inside at designated recess periods, please send written notification to your child's teacher. *It is the right of the school administration to withhold recess privileges to classes or individual students as deemed necessary*

PARENT NOTICE OF PPRA RIGHTS

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

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

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

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

STUDENT PHOTO RELEASE/WEB SITE(S) PHOTOS

On the Jones County Schools' Web site(s), we follow strict rules to ensure the privacy and safety of our students. The Web site(s) contains comprehensive information about the schools, features on classroom activities, the schools' calendars, a section for parents and alumni, teacher support, Web resources, and student accomplishments. Safety is always a primary concern and our schools' faculties check all content before publishing to the Web site(s). With this said and after assessing the risks, children featured on the Jones County schools' Web site(s) are only referred to by their first names. **You will receive a photo release form to sign whether you would like to grant JC Pre-K permission to use your child's photo on the Jones County Schools' websites. You also received one from Bright from the Start when you registered your child which you chose whether or not you granted permission for them to use your child's photo on their webpage. Both forms must be completed and returned to the school.**

COMMUNITY AWARENESS/PUBLIC RELATIONS PHOTOS

As we participate in our community, we have opportunities to provide photos of our students in newsworthy events. Photos and full names may be used in the local newspaper, school promotions, school brochures and fliers, and may be posted throughout the school building. You will receive a photo release form to sign whether you would like to grant JC Pre-K permission to use your child's photo and full name for community and/or public relation events.

QUIET REFLECTION

Under state law, students will begin each school day with 60 seconds of "quiet reflection." We conduct this daily procedure over the intercom and/or morning news report.

RIGHT-TO-KNOW TEACHER AND PARAPROFESSIONAL QUALIFICATIONS (3.3f)

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

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

In compliance with the requirements of The Every Student Succeed Act (ESSA) the Jones County School System informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

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

DFES – Mr. Wes Cavender (478-986-2023)

GES – Mrs. Kim Jones (478-986-6295)

TWES – Mr. Jeff Tharpe (478-986-2222)

WES – Mrs. Qwin Hudson (478-742-5959)

CRMS – Mr. Dennis Woolfolk (478-743-5182)

GSMS – Ms. Leigh Ann Knowles (478-986-2090)

JCHS – Mr. Lance Rackley (478-986-5444)

JC Pre-K – Mrs. Dena Smith (478-986-5384)

Every handbook has a signature page for the parent/legal guardian to sign and date to acknowledge that they have read and understand the policies, procedures, and protocols listed in the school's handbook and that they will be held accountable to the policies, procedures, and protocols as set forth in the school's handbook. Also, if a student has been assigned to or has been taught for twenty or more consecutive school days by a teacher who does not meet the districts required professional qualifications, parents are provided a timely notice. The Title IIA Director also suggests this letter for any person who fills a teacher's position for an extended period. This is to support effective parent communication. Fortunately, retired teachers are most often used to fill long-term substitute situations. The Title IIA director carefully tracks when a teacher is going to be out for four or more weeks and works closely with the principals to ensure that the best long-term substitute is secured. The actual notification letter, on the school's letterhead, is:

Month, Day, Year

Dear Parent(s)/Legal Guardian(s):

The Every Student Succeed Act (ESSA) requires schools to notify parents if the following circumstance occurs in the classroom:

- When your child has been assigned to a teacher who does not meet the districts required professional qualifications, or
- When your child has been taught four consecutive weeks or more by a teacher who does not meet the districts required professional qualifications.

We are notifying you that your child's second grade regular teacher, *[Insert Teacher's Name]*, will be on a temporary leave beginning, *[Insert Date]* and will be away for *[(may need to say ... approximately ...Insert number)]* weeks. In *his/her* absence, we have hired *[Insert Teacher's Name]* to teach *his/her* class. *[Insert Teacher's Name]* does not meet the districts required professional qualifications, but he/she has served as a substitute teacher in our school several times in the last three years. We are confident that *[Insert Teacher's Name]* is capable of implementing lesson plans that *[Insert regular Teacher's Name]* left for class instruction. *[Insert Teacher's Name]* has a bachelor's degree in *[Insert Name of Degree]* from *[Insert College/University and State]* and has *taught in a local school for more than five years*. *[Insert Teacher's Name]* has attended new staff orientation and understands the school's policies and procedures and gets along well with students, teachers, and staff. I closely monitor all classrooms staffed with substitute teachers. However, if you have additional questions or concerns about your child's educational progress or substitute teacher, you may contact me at *[insert info here]*.

Sincerely,

Principal

[Name of School]

Jones County School System

SECLUSION OR RESTRAINT OF STUDENTS

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

SENATE Bill 413: SECTION 5

Part 2 of Article 16 of Chapter 2 Title 20

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

STUDENT/EMPLOYEE SEXUAL HARRASSMENT POLICY

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

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

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

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

The employee shall immediately report the act and the name of the student to the principal or designee. The principal or designee who receives a report made pursuant to subsection of this Code who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately to the appropriate school system superintendent and to the appropriate police authority and/or district attorney. Any person participating in the making of a report or causing a report to be made as authorized or required...shall be immune from any civil or criminal liability that might otherwise be incurred or imposed, providing such participation pursuant to this Code section is made in good faith. Any person required to make a report pursuant to this Code section who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

SCHOOL SUPPORT PROGRAMS/STUDENT SERVICES

Response to Intervention/Section 504

Students who demonstrate continual need for assistance with academic and/or behavioral issues will be referred to the RtI Coordinators, Mrs. Brianna Kelley and Mrs. Jennifer Stark. They will facilitate the RtI Committee, consisting of teachers involved with the child, to develop strategies for success. Parents are invited to attend these meetings and may request minutes of any meeting held. They may be contacted at (478) 986-5384 or bkelly@jones.k12.ga.us or jstark@jones.k12.ga.us.

Section 504 is part of the Americans with Disabilities Act and provides services for any student with a medical or mental disability that substantially limits one or more major life activity. You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights. 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. Please contact Mrs. Dena Smith (478) 986-5384 or dsmith@jones.k12.ga.us with any questions or concerns.

Hospital Homebound (H/H) Instructional Services

Hospital/Homebound refers to students who are medically prevented from normal school attendance based on certification of need by the licensed physician or licensed psychiatrist who is treating the student for the diagnosis. For more detailed information, please contact your child's counselor.

Program for Exceptional Children (PEC)

Students in need of specialized instruction who qualify for assistance may be served through the PEC team. Children in this program are provided with an Individualized Educational Plan (IEP) designed to meet their special needs. Questions may be directed to Mrs. Julie Eavenson, Lead Teacher for PEC at (478) 986-5384, jeavenson@jones.k12.ga.us or the Jones County PEC Department at (478) 986-8560.

TRANSPORTATION

Early Morning Arrival 7:15 a.m. until 7:40 a.m.

You may drop your child off at **7:15 a.m.** in front of the school, to the right of the school, near the gate. You will have to get out of the car and meet a Pre-K staff member on the sidewalk. The students will go directly to the classrooms.

Morning Arrival 7:45 a.m. to 8:10 a.m.

The drop off line is located in front of the school (orange cones). At 8:15 a.m. the doors will be locked. Ring the door bell, you will be buzzed in, and you will have to sign your child in as a tardy. **PLEASE DO NOT PARK IN FRONT OF THE SCHOOL. LOOK FOR THE SIGN FOR PARENT PARKING.**

Late Arrival

Your child is considered tardy after **8:15 a.m.** Remember, excessive tardiness can affect your child's attendance!

Afternoon Dismissal between 2:30 – 2:45 p.m. until 3:00 p.m.

Buses will dismiss beginning around 2:05, then Daycare around 2:15, and car riders will be dismissed beginning around 2:30 p.m. Your child will receive 2 pick-up cards at the beginning of the year with their pick-up number on it. Each additional pick-up card will cost \$2.00. You must have your child's pick-up card in order to pick them up. If you do not have your child's pick-up card you will have to wait until **3:00 p.m.**, when car duty has ended. You will have to park in parent parking, walk in, and present your ID to sign them out. The pick-up line drive-thru is located in front of the school. You must have your child's pick up card visible in the front window of your car when picking up your child. Due to the lobby being used as our student housing area for car riders, entrance to the school will be closed to guests from 2:30 – 3:00.

Early Dismissal

If your child is picked up before **2:30 p.m.** it will be counted as an **early out**. You will need to come to the Pre-K office and sign your child out. We will call the classroom for your child.

Way Home

If your child is going to ride a different bus, be picked up at a different time/place or be picked up by a different person, call 986-5384 no later than **1:30 p.m.** You may write a note, call or send your child's teacher an email. **NOTE:** Teacher's will not be able to check their email between **1:45 p.m.** and **3:00 p.m.** When you call to make a bus change tell the office personnel the child's current bus number, the new bus number and exactly where the child needs to get off the bus. Please try to keep your child's way home consistent throughout the school year. When you change your child's way home every day or every other day it causes confusion for your child as well as for the staff. We understand that there are emergency situations and/or custody issues, but keeping your child's way home consistent is helpful to everyone and it will ensure that your child arrive home safely. If we do not receive a phone call or bus note for a change in your child's way home then your child will go his/her regular way home.

JCSS BUS DRIVER STUDENT BEHAVIOR MANAGEMENT PLAN

MINOR OFFENSES

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

1. PREVENTION

- a. Mandatory seat assignment**
 - i. Permanent assignments should be made during the first week of transportation.
- b. Reading of school bus rules**
- c. Verbal reminder**
 - i. Remind the student of the bus rule(s) not being followed.

2. INTERVENTION

- a. Speak individually with student**
 - i. Remind student of expectations based on bus rules.
- b. REASSIGN BUS SEAT**
 - i. Separate students involved in inappropriate behavior.
- c. COMMUNICATION WITH PARENT/GUARDIAN**
 - i. Bus manager attempts to notify parent by phone or with a written notice of the student's inappropriate behavior and requests assistance in retaining safe transportation for everyone.

3. CONSEQUENCE

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

MAJOR OFFENSES

Will be referred straight to the school administrator.

JCSS SCHOOL BUS RULES

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

- 1) Students will follow directions of the driver.
- 2) Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
- 3) Students will wait in an orderly line and avoid playing.
- 4) Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- 5) Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
- 6) Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
- 7) Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- 8) Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- 9) Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
- 10) Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
- 11) Students will not extend head, arms, or objects out of the bus windows.
- 12) Students will be totally silent at railroad crossings.
- 13) Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
- 14) Students must provide a written note, signed by a parent/guardian to the school and a school official will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
- 15) Students will keep their bus clean and in good, safe condition.
- 16) Students shall be prohibited from using any electronic devices with or without headphones/earbuds during the loading and unloading of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones/earbuds with an audio system on a case-by-case basis as long as students are seated on the bus in transit but not while loading and unloading.
- 17) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

SCHOOL BUS LOADING AND INFORMATION SHEET

SCHOOL BUS LOADING PROCEDURES

For Safety Purposes: Be at the bus stop approximately 5 minutes before bus is to arrive.

Students crossing the street or highway should:

1. Stay on your side of the road until the bus comes.

- 2 Wait for the bus to stop and for your driver to signal when it is safe to cross.
Stop walking at the edge of the road. The stop arm is asking the cars to stop, but they may not stop. YOU must look both ways for moving cars. If a car is moving, do not step into the road.
When it is OK...
- 3 Continue to look both ways for moving cars as you walk straight across the road.
- 4 Cross 12 feet in front of the bus and be sure your bus driver can see you. Look for moving cars, be careful in the danger zone and promptly board the bus.
- 5 Use the handrail and Go directly to your seat.

Students not needing to cross street or highways should:

1. Stay on your side of the road until the bus comes.
2. Stay at least 12 feet away from the edge of the road.
3. Wait for the bus to stop and for the door to open.
4. Do not step towards the bus until YOU look to be sure all traffic has stopped. The stop arm is asking the cars to stop, but they may not stop. If you see a car moving, do not move forward until it has stopped. When it is OK . . .
5. Continue to look in both directions for moving cars as you walk straight towards the door. Be sure your bus driver can see you.
6. Stay away from the front and rear bus tires and promptly board the bus.
7. Use the handrail and Go directly to your seat.

Emphasize that students should never try to retrieve dropped items near the bus without first telling the driver.

If your student misses the bus on the morning trip, please call the transportation office. We will help arrange where to meet the bus. They will have to cross in front of the bus.

Please do not allow them to come from behind the bus. The DRIVER can NOT see them.

Students shall be prohibited from using any electronic devices with or without headphones/earbuds during the loading and unloading of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones/earbuds with an audio system on a case-by-case basis as long as students are seated on the bus in transit but not while loading and unloading.

Jones County School System

Transportation Department
101 Ross Street
Gray, GA 31032
478-986-6373 Office or 478-986-2021 Fax

Director of Transportation-
Wendy Vaughn Office Manager
PEC - Mrs. Tina Pittman
Your Student's Bus Number _____

Your Student's Bus Driver _____

EMERGENCY EVACUATION PROCEDURES

(For additional information, contact your Transportation Office)

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

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

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

Additional **Emergency Exits** include:

- 1) Roof hatch
- 2) Side push out windows
- 3) Windshields and other windows encased in black rubber gaskets

STUDENT BUS STOP ASSIGNMENT

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

If a Pre-K student rides the bus in the mornings, he/she must be picked up by the bus at home and transported to the elementary school. A Pre-K bus will then transport the child to the Pre-K school. Parents/Guardians are not allowed to transport their child to the elementary school to get on the Pre-K bus.

ALTERNATE BUS STOP REGISTRATION

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

Jones County School System
 Transportation Department
 123 Street, Ave.
 101 East Street
 Gray, Georgia 31032



Director: Wendy Vaughn
 Office Manager: Tami Pittman
 478-986-4379
 478-986-2521 Fax

Circle School: _____

FREE	EPS	DES	TWE	WES
CRMS	GSMS			
ALT	MSA	JCHS		

BUS # _____

DATE: _____

Student's Name: _____ Teacher's Name: _____

Reason for Pass: New Rider Riding home with: _____
 Other: _____

Source of Change: Parent Note Parent Call _____ Other: _____

If the student is not riding home with another student, what is the address of drop-off: _____

Emergency contact information: _____

School Official Signature/Title: _____

CHANGE IN ROUTINE MODE OF TRANSPORTATION

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

- 1) Send written notification to the school
- 2) **Phone the school before 1:30.** The caller must provide office staff with the required form of identification specified by the school's administration. Without knowledge of this means of identification or other personal information, the message will not be delivered to the student.

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

****VISITORS**

Persons having business on any school campus must first sign in with a school official in the front office and provide a picture ID. Please enter the building during the school day through the front doors only. A Visitor's Pass will be issued to be used during the visit. **All school employees have been instructed to report any individual on campus who is not displaying a Visitor's Pass to the office.** Failure to follow this procedure constitutes criminal trespass. Parents are welcome at all times; however, it is imperative that parents follow visitation procedures as well. Parents who wish to consult with a teacher(s) and/or administrator(s) should call the office of the school to schedule a mutually agreeable date and time. Please make note that vehicles parked on school campus are subject to search at all times.

- **CLASSROOM VISITS:** Lengthy visits to any classroom must be prearranged with your **child's teacher and notification given to the office.** Conferences may be scheduled with the individual teachers or through the school office. Teachers are to schedule at least two conferences with each child's parent/guardian during the school year. We request that you do not schedule conferences or phone teachers during the instructional blocks of the day. Coverage must be provided each time a teacher is removed from the classroom.
- **LUNCHROOM VISITS:** Should you wish to eat lunch with your child, please notify the teacher in writing or the lunchroom before 8:30 a.m. The lunchroom staff prepares food based on a daily count turned in each day by the allotted cutoff time. See the Nutrition section for meal prices. We belong to the National School Lunch Program. Lunch and breakfast menus appear weekly in the Jones County News.

****VOLUNTEERS**

There are many ways to become involved in your child's school. If you are interested in volunteering your time, please make plans to attend one of our volunteer training sessions. Several volunteer trainings will be held throughout the year. More information will be forthcoming regarding dates and locations.

Important Notice Regarding Mandated Volunteer Training

During the past General Assembly, the population of those considered mandated reporters of child abuse expanded to include volunteers of services such as Care Treatment, Education, Training, Supervision, Coaching, Counseling, Recreational programs, and Shelters (OCGA 19-7-5). School volunteers fall into this expanded population and now are mandated reporters of child abuse in Georgia. All school volunteers must complete a Child Abuse Mandated Reporting Protocol training prior to beginning any volunteer work. School volunteers are considered to be individuals that work in any way with students or come in contact with students other than their own. Examples of volunteering include, but are not limited to, tutors, chaperones, assisting in classrooms, club sponsors, or help with extra-curricular activities.

Senate Bill 413: Section 5

Part 2 of Article 16 of Chapter 2 Title 20

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

WEAPONS (Descriptor Code: JCDAE)

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

- 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.
- Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

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

Reporting Requirements

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney. The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons. Students will be given a copy of the Code of Conduct, which includes a statement of

prohibited conduct with regard to weapons and possible disciplinary actions.

WEAPONS ACT

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

- a. guns of any sort (full range of handguns, shotguns, rifles, pellet guns, flare guns, starter pistols, frames or receivers for guns, gun mufflers or silencers)
- b. any destructive devices, including explosives, incendiary or poison gas bombs, grenades, rockets, missiles, mines, and similar devices.
- c. knives of all kinds, especially those having any blade three inches or longer, razors, ice picks , box cutters, blackjacks, brass knuckles, nun chucks and other martial arts weapons including throwing stars, and any type of fireworks.
- d. toy guns such as water pistols, cap guns, or metal replicas of pistols. Toy weapons will be collected and held in the office until such time a parent/guardian can make arrangements to pick them up.

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

WITHDRAWALS

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

Jones County Pre-K Student Handbook Addendum for COVID-19

Due to the ongoing global pandemic, this addendum adds safety precautions and policies to the Student Handbook. It was created with guidance received from the Georgia Department of Education (GADOE), the Center for Disease Control (CDC), and the Georgia Department of Early Care and Learning (DECAL). As additional guidance is received and considered, information will be evaluated and adjusted as needed. These standards and policies will take precedence over items found in the Student Handbook until further notice. The safety of our students and staff will continue to be our priority.

Conferences

When possible, conferences will be conducted virtually or via phone rather than in person. In the event this is not possible, the conference must be scheduled with the teacher/administrator. If an in-person conference is scheduled, masks will be recommended during the conference.

Field Trips

Field trips will be limited and optional for student participation.

Health Related Services

Daily health checks should be conducted at home by the parent/guardian before coming to school. Students with a temperature of 100.4°F or greater will not be allowed to stay at school. Staff members may check temperatures and conduct verbal health screenings for students suspected of possible illness.

Any child exhibiting the COVID-19 symptoms below at any point in the school day will need to be picked up immediately (*as soon as possible, but no longer than 30 minutes*). Any staff member exhibiting these symptoms will also be asked to leave school.

Fever of 100.4°F or greater.

Cough

Headache

Difficulty breathing

Sore throat

Frequent nasal discharge

Loss of taste or smell

Vomiting or diarrhea

The school will adhere to CDC and Department of Public Health guidelines to determine student and staff member return to school timelines.

Parent Orientation/Workshops

All family events such as Parent Orientation, Workshops, etc. will be conducted virtually.

Visitors

Visitors will not be allowed in any portion of the school building except the front lobby. This includes the lunchroom, classrooms, office areas, and playgrounds. Parents/guardians will not be allowed to walk students into the building. Parents/Visitors must have an appointment to meet with the principal or other staff members. Masks are recommended for all visitors.

Volunteers

Our volunteer program has been suspended until further notice

**Jones County Schools
Handbook Signature Page
2021-2022**

Parents/Guardians:

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

Parent's/Guardian's Signature: _____

Date: _____

Student's Name: _____

Teacher's Name: _____

Teacher's Signature: _____

Date Received _____