

Jefferson Elementary School

415 Hoschton Street

Jefferson, GA 30549

STUDENT HANDBOOK

2016 - 2017



Annette Beckwith

Principal

Christopher Whitworth

Assistant Principal

JES Telephone: 706-367-8242

JES FAX: 706-367-5405

This agenda belongs to:

Student's Name: _____

Teacher's Name: _____

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School Calendar (Policy AEA)

First Day of School for Students	Friday	July 29
Curriculum Night	Thursday	August 4
Pre-K Parent Night	Thursday	August 11
Labor Day Holiday	Monday	September 5
Fall Pictures in Uniforms	Friday	September 9
Fall Conferences (Early Release Days)	Thursday-Friday	September 29-30
Fall Break	Monday-Friday	Oct. 3-Oct. 7
Fall Picture Make-up	Friday	October 14
Thanksgiving Holidays	Monday-Friday	November 21-25
Winter Holidays for Students	Monday - Tuesday	Dec. 19- Jan. 3
Resume School (1 st day of 2 nd semester)	Wednesday	January 4
MLK Holiday	Monday	January 16
Class Pictures (Uniforms)	Friday	February 17
Mid-Winter Holiday	Monday	Feb. 20
Spring Pictures (Free Dress)	Friday	March 3
Spring Holidays	Friday-Friday	March 31-April 7
Last Day of School for Students	Friday	MAY 19
Post Planning for Teachers	Monday-Thursday	May 22-25

(The above calendar is subject to change during the year)

Jefferson Elementary School School Council

Refer to the Jefferson Elementary School Website: <http://jes.jeffcityschools.org>

<u>PTO Board and Coordinators:</u>		<u>PTO Activities:</u>
President:	Brandy Hussey	Meetings, Fall Festival, Dragon Dash, Spring Dance, Arrival and Dismissal Help, Teacher Appreciation Coordination
Vice Presidents:	Cindy Pontzer	
Secretary:	April Hobbs	
Treasurer:	Lauren O'Bryant	
Administrator Advisor:	Annette Beckwith	
Room Parent Coordinator:	Elizabeth Emerson	<u>PTO Meeting Time:</u>
Volunteer Coordinator:	Courtney Alldredge	6:30 PM in JES Cafeteria
Box Top/EL Coordinator	April Hobbs	All PTO activity dates will be announced

JEFFERSON CITY SCHOOLS LEADERSHIP

Board of Education Members:

Mr. Ronnie Hopkins, Chair; Ms. Guy Dean Benson; Mr. Derrell Crowe; Mr. Willie Hughey; Ms. Angela D'Zamko, Ms. Janice Wilbanks

JCS Central Office Personnel:

Dr. John Jackson, Superintendent; Dr. Donna McMullan, Associate Superintendent;
Tom Parker, Director of Middle and Secondary Instruction;
Dr. Angela Vinson, Special Education Director

JCS Principals:

Ms. Annette Beckwith (JES); Ms. Laurie Gray (JA); Mr. Ken Martin (JMS); Dr. Kevin Smith (JHS)

JCS Assistant Principals:

Mr. Christopher Whitworth (JES); Mr. Nate Webster (JA); Ms. Kristi Holloway (JMS); Mr. Randy Gambrell, Mr. Brian Moore (JHS)

Support Staff:

Dr. Michael Miller, TKES/LKES Coordinator; Mr. Mark Weaver, Transportation Director

PRINCIPAL'S MESSAGE

It is with great pleasure that I welcome you to the 2016 - 2017 school year. It is our mission to create an environment where everyone is equipped to meet his or her potential emotionally, socially, and educationally. As we partner together we create the positive school climate that brings out the best in everyone. Thank you for sharing your child with us and we look forward to a great year!

JEFFERSON ELEMENTARY SCHOOL

Mission Statement:

Our mission is to graduate fully functioning adults.

School Commitments:

1. We commit to differentiating instruction based on assessments.
2. We commit to using research-based strategies.
3. We commit to maintaining on-going parent communication.
4. We commit to promoting positive character development within a safe learning environment.
5. We commit to continuing professional development in support of best practices in teaching.

“Exposure to excellence promotes excellence!”



The JES Dragon's Roar Mission:

The mission of Jefferson Elementary PBIS is to create a safe learning community that promotes student achievement through the consistent practice of being:

1. **R**espectful
2. **O**n Task
3. **A**lways Safe
4. **R**esponsible



THE SCHOOL DAY

The school day schedule for each of the four schools in the Jefferson City School System is as follows:

Jefferson Elementary School	7:35 A.M. - 2:25 P.M.
Jefferson Academy	7:25 A.M. - 2:40 P.M.
Jefferson Middle School	8:20 A.M. - 3:35 P.M.
Jefferson High School	8:20 A.M. - 3:25 P.M.

The above times are subject to change.

Early morning supervision for JES students will be provided in the Media Center beginning at 6:45 A.M. each school day. Please plan to drop off your child in front of the building. The gym area parking lot will be reserved for bus drop-off only. Breakfast will be served at JES from 7:10 a.m. to 7:30 a.m. each morning.



ENROLLMENT AND WITHDRAWAL

Compulsory Attendance Ages (Policy JBA)

Every parent, guardian, or other person residing in Georgia is required either to enroll and send children in their care and charge between the ages of six and 16 to a public or private school or to provide a home study program for these children which meets the requirements set forth in law, unless the child is specifically exempt. The Board of Education is required by law to assure that all children between the ages of 6 and 16 enrolled in public schools in the district are attending school unless they are enrolled in a private school or home study program.

All children enrolled for 20 school days or more prior to their sixth birthday shall become subject to all the provisions of State law and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained six years of age.

Entrance Age (Policy JBB)

All children shall have attained the age of six (6) by September 1 of fiscal year in order to be eligible for enrollment in first grade. A child who was a legal resident of one or more other states for a period of two years immediately prior to moving to this state and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment in the general education programs if such child will attain the age of five for kindergarten or six for first grade by December 31 of the fiscal year and is otherwise qualified. For more information regarding entrance age, refer to JCS Board Policy JBB.

Admission Requirements (Policies JBC(3), JBCD, and JGCB)

The parent or guardian, or other person must provide the following documents when enrolling a student in the Jefferson City School System

- a certified copy of the enrolling student’s birth certificate
- an updated certificate of immunization (DHR form 3231) from a licensed physician (O.C.G.A. 20-2-771)
- an official eye, ear, and dental certificate ensuring that the child has been examined. (O.C.G.A. 20-2-770) (Kindergarten students will be provided an eye, ear, and dental screening during the initial enrollment period.)
- a copy of the child’s official social security card or a signed form stating the individual does not wish to provide the social security number (O.C.G.A. 20-2-150)

Please Note:
Failure to provide a birth certificate and the listed health documents could result in the child’s removal from school.

Please note: No student shall be denied enrollment in the Jefferson City Schools for declining to provide his/her social security number or for declining to apply for such a number. JCS Policy JBC(3)

- proof of residency document (utility bill: electrical or water) in the name of parent or guardian with whom the student resides.
- In instances where a student does not reside with a legal parent or guardian, the person enrolling the child must obtain and complete a Non-Parental Affidavit of Residence Form to be kept on file in the student's permanent record. Parents of any student(s) transferring to Jefferson City Schools from another school system will be required to sign a Request for Records Form to submit to the student's former school.
- Parents of twins or other multiples may request same classroom placement if in the same grade level, if at the same school, and if meet class eligibility requirements. However, the request must come no later than 5 days before the first day of school. Students new to the Jefferson City School System who register after the school year begins must make the request within the first five days of enrollment.
- If students and their parents resides at the home of a relative or other individual, a Multi-Family Residency Form will need to be signed by the parents and homeowner and notarized to be submitted to the school.

Student Inoculations: (Policy JGCB)

No child shall be admitted to the Jefferson City Schools unless such child has been immunized from contagious diseases as defined by the State Board of Health. Parents must furnish school personnel with a certificate from a licensed physician acknowledging that the child has been immunized. Failure to provide current immunization documentation could result in your child's removal from school. (For more information refer to JCS Policy JGCB.)

Non-Resident Students: (Policy JBCB)

The Jefferson City Board of Education appreciates the positive contributions non-resident students have made, and will continue to make, to the overall success of the system. The Board desires to continue enrolling out-of-district students in a fashion that will facilitate a quality instructional program for all its students.

At present, Jefferson Elementary School, Jefferson Academy, Jefferson Middle School, and Jefferson High School meet the enrollment requirements for a based-sized school. Thus, non-resident students enrolled in a Jefferson City School who meet the requirement for a based-sized school as defined by the Georgia Department of Education are required to pay tuition as determined annually by the Jefferson City Board of Education. Annual tuition is due upon acceptance and prior to the beginning of each school year.

Please Note:

- Transportation for non-resident students will be the responsibility of the parent, legal guardian, or other person(s) in charge.
- When a student's parent(s) or legal guardian(s) relocate(s) from a City of Jefferson residency to an out-of-district residency, that student must comply with Policy JBCB once non-residency has been established. It is the parent or legal guardian's responsibility to immediately complete an Out of District Application and a Parent/Student Contract for continued admission consideration. Failure to report in a timely manner may result in the removal of your child from JES.
- Non-resident students may be removed from the Jefferson City Schools for any of the following reasons:
 1. unacceptable behavior;
 2. unacceptable attendance;
 3. lack of effort or poor academic performance;
 4. falsification and/or misrepresentation of information during the application process; and
 5. other good and sufficient cause.

Spring Pre-K and Kindergarten Pre-Registration

Registration for Pre-K and pre-registration for Kindergarten students for the 2017-2018 school year will be scheduled and announced in spring of 2018.

Withdrawal of Students

Please notify the school registrar and appropriate teacher(s) prior to withdrawing your child(ren). All textbooks/library books must be returned, and any outstanding account balances must be settled. These include but are not limited to outstanding cafeteria charges, PLUS balances, and/or replacement costs for lost textbook(s) and/or library book(s). Once the student enrolls in a new school, personnel from that school will send a signed Request for Records form, which will enable Jefferson Elementary School personnel to release school records. Any student withdrawing for the purpose of enrolling in a home study program must fulfill the requirements as outlined in Board Policy JBC (2).



ATTENDANCE, PUNCTUALITY, EARLY CHECK-OUT

Notification of Provisions of Georgia’s “Compulsory Student Attendance Law” (O.C.G.A. 20-2-690.1)

The Jefferson City Board of Education and the State of Georgia believe that regular attendance at school is important to a child’s academic success. The law requires that all children between their sixth and sixteenth birthdays be enrolled in and regularly attend an approved educational program.

According to State Board of Education Rule 160-5-1-.10, Student Attendance, a student is considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five unexcused absences during the school year. The responsibility for assuring compliance with the compulsory law resides with parents, guardians, and other persons having control or charge of school age children.

Failure to comply with the law is a misdemeanor punishable by 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. Each unexcused absence after five for the year is a separate criminal offense, and the penalties described above will apply independently to each such offense.

In accordance with O.C.G.A. 40-5-22, a student between the ages of 14 and 17 who has more than 10 school days of unexcused absences in any semester or combination of two consecutive quarters will be subject to denial or suspension of his/her instruction permit or driver’s license.

(In accordance with 20-2-690.1, any student age 10 or older as of September 1 must sign acknowledging receipt of information related to student attendance).

Daily Attendance (Policies JBD and JB)

(JBD) The Superintendent shall develop or cause to be developed rules relating to student absences and excuses, which are in accord with State law and State Board of Education policy.

Absences for School Sponsored NonInstructional Activities

Each school year student absences for school sponsored noninstructional activities shall be limited to no more than ten days. Principals may use an additional three days per year to schedule noninstructional activities.

For purposes of this policy, testing, counseling (including parent-teacher conferences), and health screening are deemed to be instructional activities.

Absences Not Related to School Sponsored Activities

The Board believes that maximum learning occurs only when students attend class regularly. Research and experience have shown that students with good attendance records are more likely to have higher grades, present fewer discipline problems, have a more positive attitude toward school and learning, and form good work habits. The policy which follows is a statement reflecting the high priority the Board places on attendance, and the concern it feels for the educational progress of all students.

It is the responsibility of the Jefferson City Schools professional staff to enforce the compulsory attendance law where applicable. The state requires a daily record of attendance to be maintained, which reflects whether each absence is excused or unexcused in accordance with the law.

Upon returning to school following an absence, a student must report to the school principal or his/her designee with a written note from a parent, guardian, physician, or legal authority stating the reason for the absence before being admitted to class. It is the responsibility of the principal to establish guidelines for submitting such notes or excuses. The principal or his/her designee shall determine whether the absence is excused or unexcused in accordance with the policies and regulations of the Jefferson City Board of Education which are based on the compulsory attendance law.

Absences defined as excused include the following:

- (1) when a student is personally ill and/or when attendance in school would endanger his/her health or the health of others;
 - (2) a serious illness or death in a student's immediate family necessitating absence from school;
 - (3) a court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;
 - (4) observing religious holidays, necessitating absence from school;
 - (5) conditions rendering attendance impossible or hazardous to student health or safety;
 - (6) a period of absence not to exceed one day will be allowed for registering to vote or voting in a public election.
 - (7) a student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave.
 - (8) any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.
- Students who are serving as pages of the Georgia General Assembly shall be counted present.

A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

A student shall be considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five days of unexcused absences during the school year. For the purpose of determining student truancy, days missed as a result of out-of-school suspension shall not count as unexcused absences.

When a student has accumulated five unexcused absences, the principal or his/her designee shall make two reasonable attempts to notify the parent or guardian of the student. If the two attempts are unsuccessful, the school shall send written notice via certified mail with return receipt requested.

At the beginning of each school year or within thirty days of a student's enrollment, each parent, guardian, or other person having control or charge of a student will be provided a written summary of possible consequences and penalties for failing to comply with compulsory attendance regulations. All parents/guardians and all students who are at least ten years of age or older by September 1 will be asked to sign a statement acknowledging receipt of such notification.

The Jefferson City Schools Code of Conduct for students shall include a definition of truancy consistent with this policy along with procedures for addressing student discipline issues related thereto. Applicable components of the progressive discipline process and the process of parent involvement shall be implemented for truant students prior to referral of such students to the juvenile court or other court having jurisdiction.

Pursuant to O.C.G.A. 20-2-690.2, the Jefferson City School System shall participate in a local student attendance protocol committee. The Superintendent or his/her designee shall fully and actively assist in the planning, implementation, and evaluation activities of the committee.

The Jefferson City School System shall establish student attendance reporting procedures students in accordance with State Board of Education rule 160-5-1-.10, Student Attendance.

Students enrolled in grades kindergarten through eight who are not in attendance a minimum of 166 days of the 180-day school year will be considered for retention. High school students must be in attendance for a minimum of 83 out of 90 class periods for a semester course (1 unit) in order to receive credit for that course. For any student affected by these provisions, an appeals process will be offered through the Student Support Team to review any extreme or exceptional circumstances related to an absence (such as surgery, a car accident, a death in the family, etc.). It is the responsibility of the parents to provide any supporting documentation for such an appeal.

(JB) In responding to **student attendance** issues, the school system shall comply with all requirements of state law, applicable State Board of Education rules, and the attendance protocol developed by the Student Attendance Protocol Committee.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or when attendance in school endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

9. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused. School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy, but shall be counted as unexcused for all other purposes.

Students Counted Present

Students shall be counted present under the following circumstances:

1. When they are serving as pages of the Georgia General Assembly.
2. A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

Grades and Absences

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

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

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system shall provide to the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as "parent") when the student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, the school system will send written notice via first class mail or via certified mail, return receipt requested; and
2. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested; and
3. Each school shall provide to the parent of each student enrolled a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment, the parent will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local Board policy.

We encourage students to be in school and to be on time. Students who leave school before 11:05 a.m. or enter after 11:05 a.m. will be considered absent.

Absences:

On the school day following an absence, parents must send a note on a full sheet of paper, which includes the following information:

1. Student's name
2. Homeroom teacher's name
3. Date(s) of absence(s)
4. Specific reason for the absence
5. Parent, guardian, doctor, or governmental agency signature.

In instances when no written excuse is provided within five school days, such absences can be unexcused.

Students who are serving as pages of the Georgia General Assembly shall be counted present.

Consideration for pre-arranged absences should be submitted 5 school days prior to the expected absence(s). To ensure the timeliness of this request, the request should be submitted by the parent to the attendance clerk in the front office. Current and past attendance history (to include tardies and early check-outs), duration of the absence, and other factors will be considered in the decision making process.

Attendance Procedures:

Attendance will be tracked throughout the school year. The following procedures will be among those used to build a greater awareness of accumulating absences: daily automated telephone calls and periodic calls made by the student's teacher, attendance committee members, the assistant principal and/or Jefferson City Schools' visiting teacher.

A student shall be considered truant when he or she is subject to the compulsory attendance law and has accumulated more than five days of unexcused absences for the school year. The following progression of steps will be followed in response to student absences:

1. Letter in Agenda to be signed by the parent and returned to the registrar after five unexcused absences
2. After two attempts to contact parent/guardian, a certified letter will be sent
3. Attendance conference with attendance committee member(s) at seven unexcused absences

4. Referral to the Jackson County Student Attendance Review Board or, if the circumstances warrant, directly to the court(s) after seven (7) unexcused absences and notification through the mail documented
5. Attendance conference with attendance committee member(s) may be held for excessive tardies and/or early checkouts.

Please note: All absences become part of the student’s permanent record.

Our school calendar allows many opportunities for long weekend outings and extended vacations throughout the school year: Labor Day Weekend, Fall Break in October, Thanksgiving Holidays, Winter Holidays, MLK Holiday in January, Mid-Winter Holiday in February, Spring Holidays, and Summer Break. Please review the school calendar provided in the student agenda and plan accordingly in support of regular attendance.

Punctuality

Punctuality is a life skill established at a young age. Plan accordingly to enable students to be in the classroom prior to 7:35 each morning. Students entering the classroom after the published start time will be marked tardy. Please note that a building wide literacy block is the first class of the day. When your child is late they miss out on important instruction, lunch choices, and morning work.

Tardies will be tracked throughout the school year. The following provisions will be among those used to reduce tardies: telephone calls; first-class letters; referral to the Attendance Committee and/or the Jefferson City Schools’ visiting teacher.

Early Check Outs:

Please avoid early checkouts except when absolutely necessary. Students leaving before the end of the day miss valuable instructional delivery. We respectfully request that early checkouts be reserved for emergencies or medical/dental appointments that cannot be scheduled after school hours. Whenever a student is called from the classroom for early pick-up, instruction is interrupted for all students. Some studies indicate that it takes seven minutes for students to regain their instructional focus after such a disruption. Further, early checkouts, as well as calls related to changes in transportation, can create an unmanageable situation for office staff. Please help us provide your child every advantage for success in school by supporting our efforts. **Please note that due to a disruption in the dismissal process, NO check outs will be allowed after 2:15. In the event you must check your child out, plan to arrive before this time.**

Early checkouts will be tracked throughout the school year. The following procedures are among those used to reduce early checkouts: telephone calls; first-class letters; referral to the Attendance Committee.

Note: Students are not allowed to leave the school campus prior to dismissal without the permission of parent, guardian, or other person (as defined by O.C.G.A. 20-2-690-1). On the rare occasion when it is absolutely necessary that a student leave before dismissal, the parent, guardian, or other person (as defined by O.C.G.A.20-2-690.1) must come to the front office to complete the sign-out process. The transportation form that the parent or guardian completes during the registration process will be used to verify those adults who have been authorized to check out an individual student. Please be prepared to provide personal identification if requested. Check out will be denied to those individuals not listed. Office personnel will notify the student of the dismissal via the intercom.



ARRIVAL AND DISMISSAL

The parking lot by the cafeteria will be limited to staff parking and bus arrival and dismissal. Reducing the traffic flow in this area will serve to ensure safety, as well as improve the traffic flow from school to school. Thus, all car traffic will enter from Horace Jackson Road, located directly behind Jefferson Elementary School and across from Jefferson Academy and Jefferson Middle School. The left lane is reserved for staff **until 7:15 a.m.**

Morning Drop-Off Procedures:

Please enter the JES car drop-off line from Old Pendergrass Road onto Horace Jackson Road (across from the Jefferson Academy and Jefferson Middle School). Prior to 7:15 a.m., please move into the right lane. This will allow staff and faculty to use the left lane to enter the campus in a timely fashion.

- Students arriving between 6:45-7:20 should be dropped off in front of the building. As soon as personnel come from the building to open car doors, your child may enter the Media Center. Staff will monitor the students and escort anyone eating breakfast to the cafeteria. All students will be dismissed to class at 7:20.
- Students arriving after 7:20 should be dropped off in front of the building and report directly to the classroom.
- Personnel unloading cars will accept snacks upon drop-off. Please mark them with the teacher's name. They will be delivered to the classroom prior to 9:00 a.m.

NOTE: The above process is one area in which we request your full cooperation. Please **do not** allow your child to exit your car from Old Pendergrass, Hoschton Street, the front lawn, or the Jefferson Public Library. It is much safer for students to exit cars in front of the building where supervision is provided. Otherwise, the safety of all is jeopardized, and the flow of traffic is disrupted. Drop off in the gym area or in the loop beside the gym is not an option for parents. Due to the steady traffic flow on your left, please plan for your child to exit the car on the side nearest the building. We ask that you NOT park and walk your child to the building except in the rare occasion of needing to deliver medicine or other vital item.

Dismissal Procedures:

As mentioned previously, the traffic pattern for afternoon pick-up will be **restricted to Horace Jackson Road** (located directly behind Jefferson Elementary School across from the entrance to Jefferson Academy and Jefferson Middle School). In support of an efficient and safe dismissal process, we ask all parents to use the drive around pick-up procedure. Unless students are enrolled in the afternoon PLUS program, students must be picked up promptly at the end of each school day.

NOTE:

Two car pick-up cards will be provided to each family at the beginning of the school year. Please clip the pick-up card to the passenger visor. Keep the visor down until your child is loaded each day. In support of efficiency, personnel in charge will focus on the card rather than the car. In the event that you forget your card, parents are expected to park and come in to the building to check out their child. Please present your picture ID. Always maintain these cards in a safe and secure manner as the person presenting the card will be allowed to pick up your child in the car line.

WALK UP PICK UP:

Walk up pick up is reserved for those families who live in such close proximity to the school that it is possible for them to walk to the school to pick up their child. Please bring your car tag as identification and use the sign out sheet provided. Walk up students will be brought to their parents at 2:45 in the area in front of the cafeteria. This allows us time to safely complete bus dismissal and begin the car rider process.

Parent Change in Student Transportation:

Please note that Jefferson Elementary School personnel will not deviate from a student's routine dismissal plan without official notification from the parent or guardian. Official notification is two-fold. Written notification in the student agenda will give direction to the teacher.

Notification on a separate full sheet of paper will be sent to the office to give direction to supporting personnel in charge of dismissal. The sheet should include:

1. the name of the student;
2. the name of the teacher and grade level;
3. specifics relative to the change (to include the duration of the change).

Example 1: Sam Jones who is in Sara White's first grade class will be a car rider on August 2. He will be picked up by John Smith who is listed on the transportation card. (Unless the person designated for pick-up has an official pick-up card, he or she will be expected to check the student out through the front office. Identification may be required.)

Example 2: Samantha Martin, who is in Sam Winter's second grade class, will ride bus 99-9 to 135 Oak Street from September 15-25.

Only in the case of a rare emergency should changes be made via telephone. Please understand that late notification of a transportation change could result in a breakdown of communication. In such case, the safety of your child could be jeopardized. Thus, any emergency change in transportation must be made prior to 1:00 p.m.



CURRICULUM AND INSTRUCTION (Policy IC)

CURRICULUM RELATED (Policy IC)

The curriculum taught in Jefferson City Schools is the Georgia Board of Education adopted the Georgia Standards of Excellence (GSE) <https://www.georgiastandards.org/Georgia-Standards/Pages/default.aspx>

Board Adopted Texts

Textbooks are supplied through state and local funding. These books are loaned to the student as needed and should be treated as borrowed property. If a textbook is lost or damaged, the student must make payment in accordance with the State Department of Education price list. In addition, the Board of Education provides funds for instructional materials to include library books, technology resources, and other teaching aids to help teachers carry out the instructional program.

Supplementary Print Resources

Wilson/Fundations Supplemental Reading Program
Junior Great Books
Leveled Readers with Browsing Baskets
Literature Circle Class Sets
Seeing Stars
Daily Grammar Practice (DGP)

Supplementary Technology Software

Accelerated Reader
Lexia
Education City
Star Fall
More Star Fall
RAZ Kids
Brain Pop

Highly Qualified Teachers and Paraprofessionals

In compliance with the requirements of the No Child Left Behind statute, the Jefferson City Schools informs parents that you may request information about the professional qualifications of your child's teacher(s). The following information may be requested from Mrs. Beckwith, the principal at abeckwith@jeffcityschools.org or 706-367-8242.

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

Specials Programs:

Art, Computer, Music, and Physical Education

Support Programs:

Academic Extension Program

To the extent feasible, instruction for students is extended through after school and/or summer programs for those students who meet the criteria for participation.

Early Intervention Program (EIP)

This is a state funded program for students in grades K-5 who meet the criteria for additional instructional support. Multiple data is used each year to determine eligibility. Various models are used to accelerate student achievement. Students exit the program as soon as they obtain the necessary skills and concepts for successful grade level performance.

English to Speakers of Other Languages (ESOL)

English to Speakers of Other Languages (ESOL) is a state funded instructional program for eligible English Learners (ELs) in grades K-12 (Georgia School Law Section 20-2-156 Code 1981, Sec. 20-2-156, enacted in 1985). Title III is a federally funded program which provides eligible Local Education Agencies (LEAs) with subgrants to provide supplemental services for ELs. Both ESOL and Title III hold students accountable for progress in English language proficiency and evidence of attainment of English language proficiency sufficient to exit ESOL services.

The ESOL Program is a standards-based curriculum emphasizing social and academic language proficiency. The curriculum is based on the integration of the WIDA Consortium English Language Proficiency Standards with the

Georgia Performance Standards. This integration will enable English Language Learners (ELs) to use English to communicate and demonstrate academic, social, and cultural proficiency.

More information regarding the ESOL program may be obtained from the Georgia Department of Education at: http://www.doe.k12.ga.us/ci_iap_esol.aspx

Gifted Program (Policy IDDD and State Board of Education Rule 160-4-38)

A gifted student is a student 1) who demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields and 2) who needs special instruction and/or special ancillary services to achieve at levels commensurate with his/her abilities.

Initial Eligibility:

- (i) To be eligible for gifted education services, a student must either:
 - a) score at the 99th percentile (for grades K-2) on the composite or full scale score of a standardized test of mental ability and meet one of the achievement criteria described in State Board of Education Rule 160-4-2-.38.
 - b) qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity, and motivation.
- (ii) To be eligible for gifted education services, a student must meet the criterion score on a nationally-normed test and either have observational data collected on his or her performance or produce a superior product as outlined in State Board of Education Rule 160-4-2-.38. Information shall be collected in each of the four data categories for all students who are referred for gifted program evaluation. Any data used in one area to establish a student's eligibility shall not be used in any other data category.
- (iii) Any test score used to establish eligibility shall be current within two-calendar years.

The testing window for 2016 - 2017 is as follows:

- New 1st and 2nd grade JCS students: End of August through the month of September.
- Returning JCS students and Kindergarten students: Second Semester
- However, all referred/considered students must be submitted to and approved by the Gifted Eligibility Committee before testing will occur.

For additional information refer to State Board of Education Rule 160-4-2-.38.

Homebound Instruction Program (Policy IDDC)

Jefferson City Schools System shall provide hospital/homebound instruction to students, including students with disabilities, who meet the following eligibility requirements:

- receipt of a Jefferson City Schools medical referral form stating that the student will be absent a minimum of 10 consecutive school days; or, that the student has a chronic health condition causing him/her to be absent for intermittent periods of time during the school year.
- a statement that the student is physically able to participate in instruction; and
- a signature of a physician licensed by the appropriate state agency or board.

For additional information refer to Jefferson City Schools' Board Policy IDDC.

Migrant Education Program

Migrant Education is a national program that provides supplemental education services to migrant children in the United States. The MEP is designed to support high-quality and comprehensive educational programs to migratory children to help reduce the educational disruptions and other problems that result from repeated moves. These programs are always supplemental in nature, and can be academic and/or social in focus.

Special Education (Policy IDDF)

Within the Jefferson City School System provisions for children who exhibit exceptionalities within the program guidelines shall be met by various individual special education programs. These programs may include, but are not limited to, behavior disorders, communicative disorders, mental retardation, specific learning disabilities, visually handicapped and other health impairments. These programs shall be conducted under the guidelines of State policy, as outlined in State regulations IDDD and IDDF, and in compliance with State and Federal laws relating to the education of exceptional children.

Prior to a referral to Special Education Programs, students in the Jefferson City School System are engaged in the Response to Intervention (RTI) process in support of improving student achievement for all learners. The Student Support Team (SST) process is included in one of the final tiers of the intervention pyramid. The SST process is a combined effort of system personnel to address the individual needs of students at the school level. Parents are invited to attend all RTI/SST meetings. The SST may refer students for additional screening and possibly a full psychological assessment. The results of the psychological assessment will determine eligibility for special educational services.

Child Find Procedures

The Jefferson City School System offers a full range of special education services for disabled and exceptional school age children. This includes programs and related services for students who are learning disabled, emotionally/behaviorally disordered, speech impaired, visually impaired, physically impaired, hearing impaired, intellectually disabled, autistic, traumatic brain injured, significantly developmentally delayed, other health impaired, gifted, and hospital/homebound. Any disabled child, age three (3) as of September 1st, through age eighteen (18), or through age twenty-one (21) dependent on completion of his/her program, is eligible for special education services. In addition, center based and homebound services are available for preschool disabled children from age three (3) through age five (5). These programs are provided at no cost to the parent.

If you are the parent or guardian of the disabled child you may contact Dr. Angela Vinson at 706-367-5209 for further information regarding the referral process. If your child has already been evaluated, we would appreciate copies of your child's records (psychological, medical, and educational). You may authorize the release of the information by contacting the person(s) or agency who evaluated your child and asking that the records be sent to us. These records should be addressed to: Dr. Angela Vinson, Special Education Director, 345 Storey Ln, Jefferson, Georgia 30549.

504 Program

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.

Title I Program

The Title I Program in some of Jefferson City Schools is a federally funded, supplemental program which is designed to ensure that all eligible students have an opportunity to obtain a high quality education and to achieve proficiency on high academic standards.

Student Eligibility as determined by Multiple Selection Criteria

The Title I Targeted Assistance Program is based on multiple criteria.

Parent Involvement in Education (Board Policy LEBA)

Parent involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success. The board will:

- 1) Involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement.
- 2) Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- 3) Build the schools' and parents' capacity for strong parent involvement;
- 4) Coordinate and integrate parent involvement strategies under Title I with other programs, including those listed under 20 U.S.C. 6318(a)(2)(D).
- 5) Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
- 6) Involve parents in Title I activities.

The board will review this policy annually. The superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the superintendent to develop administrative regulations regarding the policy.

Examples:

- Each school year, stakeholders will have the opportunity to review and sign the school compact as a pledge of student support.

- Additional parent involvement opportunities are outlined in this handbook. Each year parents will have the opportunity to indicate areas of interest on a Parent Involvement Survey.
- For parent ease and accessibility, a parent resource center is provided in the Jefferson Elementary and Jefferson Academy media centers. Resources may be checked out by parents, guardians, or other persons anytime during the school day.
- School committees, content surveys, and parent conferences provide parents with avenues for input and evaluation.

Complaints and Grievances (Board Policy JCE)

The professional staff of the Jefferson City School System shall be responsible for developing and implementing a system-wide grievance procedure for all students of the Jefferson City School System.

The purpose of this procedure is to provide a way for the Board, employees, and students to reach solutions to problems, disputes, or controversies that may occur between them. It is the intent of this procedure to provide a clear and concise way for the solution of problems at the lowest possible level, as fairly and as expeditiously as possible.

It is the desire of the Board that a grievance be processed as rapidly as possible. Therefore, the number of days indicated at each level shall be considered as a maximum, and every effort should be made to expedite the process.

Level One -- The student shall discuss the grievance with his/her teacher. Such grievance shall be so lodged within ten school days of the occurrence of the event upon which it is based or the grievance shall be null and void. The teacher shall respond within five school days.

Level Two -- If the grievance is not resolved within five school days after receiving the decision of the teacher, the student may submit the grievance in writing to the assistant principal or principal. The assistant principal or principal shall respond within five school days.

Level Three -- If the grievance is still not resolved within five school days after receiving the decision of the assistant principal or principal, the student may submit the grievance in writing to the Superintendent. The Superintendent shall respond within five school days.

Level Four -- If the grievance is still not resolved within ten school days after receiving the decision of the Superintendent, the student may submit the grievance in writing to the Board of Education. The Board of Education shall respond to the grievance within five school days.

The decision of the Board of Education shall be final.



COMMUNICATION OF PROGRESS (Policy IHA)

Teacher-parent communication is essential to optimizing the learning process for students. The student agenda provides a means of daily communication. In addition, weekly folders provide parents with assessment feedback in all content areas relative to the current week. In Pre-K, semester reports will provide parents with a summary of progress for the 180 day period. In grades K-2, Quarterly Report Cards provide parents with a summary of progress for the 45 day period. Formal conferences with all parents in grades K-2 will be held in the fall of each school year. Pre-K conferences are held at the end of each semester. Parents or teachers may schedule other conferences as needed in support of student achievement and development and may request an administrator to attend if desired.



PROMOTION (Policy IHE)

Promotion decisions in grades K-2 are made based on multiple data which includes teacher recommendation, parent input, and student assessment (e.g. running record results, technology software reports, progress monitoring results, and report card grades). The final decision is made by the committee majority but it is always the desire to reach a consensus with the parents/guardians.



PARENT INVOLVEMENT OPPORTUNITIES

We encourage each and every parent to set a personal goal to be involved in one or more parent opportunities at Jefferson Elementary School. Parent involvement is crucial to the learning process. Your personal involvement speaks volumes to your children relative to the emphasis you place on the education of your child(ren). Examples of parent involvement opportunities are listed below:

Parent/Teacher Opportunities:

Meet the Teacher Registration Day
Grade-Level Orientations
Fall Conferences

Communication:

Infinite Campus
School Messenger
E-Mail
Response to Intervention (RTI) Meetings

Progress Related:

Daily Agendas
Weekly Folders
Quarterly Progress Reports

School Related Meetings:

Quarterly School Council Meetings
PTO Meetings

Family Events:

Fall and Spring Book Fairs
PTO Family Opportunities-
Fall Festival
Dragon Dash
School Store (2nd Grade Students and Parents)
Spring Dance
Field Day
Grade-Level Musicals
Family Art Nights

Parent Support Opportunities:

PTO Activities
Field Trip Chaperone
Helping Hands Volunteer
Classroom Volunteer
School Committee Parent Representative
Media Moms/Dads Program
School Beautification and Safety Projects

Parent Teacher Organization (PTO)

All parents are urged to become active members of the JES Parent Teacher Organization (PTO). Through its regularly scheduled meetings and activities, the PTO offers parents and teachers the opportunity to plan and work together.



AFTER SCHOOL/SUMMER OPPORTUNITIES FOR STUDENTS

After-School and Summer PLUS Program (Programmed Learning Under Supervision)

The PLUS Program is available on school days and throughout the summer (with the exception of pre and post-planning, furlough days, and recognized holidays) to children accepted and enrolled at JES in grades Pre-K through second grade from the time of school dismissal until 6:00 p.m. Rising Pre-K students are not eligible to attend Summer PLUS. Please remember all students attending PLUS must be toilet trained. Provisions for homework, snacks and supervised activities are provided during the school year. Students will be under the supervision of board approved staff. Space is limited to an average of 80 students to maintain a 20:1 ratio. Students who have previously attended PLUS will have first priority only if registration is completed on or before Open House in July. Any remaining seats will be offered during registration in the JES cafeteria on a first come, first serve basis. For pricing check the JES website.

Continued enrollment in the PLUS Program throughout the school year is contingent upon adherence to PLUS procedures outlined in the registration packet relative to prepaid fees, discipline, timely pick-up, and parent cooperation. Students can be released from the program upon the third notification relative to prepaid fees, discipline, and timely pick-up. An opportunity for summer enrollment will be provided at the end of the school year. Summer costs and program procedures will be announced prior to start-up. Please be aware that summer field trips, some snacks, and meals are not included in the daily or weekly fees.

Summer Extended Instruction:

Summer school opportunities for students who meet the program criteria for extended instruction will be provided as feasible.



SCHOOL CEREMONIES AND OBSERVANCES (Policy IKD)

The Jefferson Elementary School staff strives to involve students in school ceremonies and observances as well as activities related to character education and conflict resolution. Such activities can encourage each child to become a disciplined, creative, and well-motivated learner.

Morning Video Announcements

The student body and JES faculty participate in video announcements each morning. This media vehicle provides individuals with the opportunity to engage in the pledge of allegiance to the flag, as well as a moment of silence, while promoting, reinforcing, and recognizing responsible choices as related to the character education program.

Pledge of Allegiance to the Flag:

Students are afforded the opportunity to recite the Pledge each day during morning video announcements. All students shall be encouraged to stand. However, students not participating in the recitation of the Pledge may a) stand and refrain from reciting the Pledge; or b) remain seated.

Moment of Silence:

In compliance with Georgia law at the opening of school on every school day in each classroom in the Jefferson City Schools, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.



**BEHAVIOR: Policies JCAB; JCAC; JCD; JCDA; JCDAB;
JCDAC; JCDAD; JCDAE; JCDAF; JDF)**
(Refer to the above policies for additional information.)

Behavior:

Students enrolled at Jefferson City Schools must comply with the system’s code of conduct. The purpose of the Student Code of Conduct is to provide students an effective and safe learning environment. Included in this section are prohibited behaviors and consequences for violations.

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believe to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his/her designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the ability of such student’s classmates to learn shall file a report of such behavior with principal or designee.

According to Georgia Law Code 20-2-735, relating to adoption of policies by local boards to improve the student learning environment, the following is inserted into the school code of conduct. Parental involvement processes developed pursuant to this subpart shall be designed to create the expectation that parents and guardians, teachers, and school administration 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. The student code of conduct developed pursuant to the Code section shall encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Behavior Code

The rules, regulations, and policies of the school and the Board of Education will apply to students at school or on school property at any time, off school grounds at any school activity, function or event, while traveling to and from such events, at bus stops, and on vehicles provided for student transportation by the Board of Education. Students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school’s learning environment or the safety of students and employees.

Violation of the following rules and regulations can result in suspension or expulsion. Depending on the frequency of the violation and severity of the violation and the severity of the offenses, any of the following violations may result in a disciplinary hearing. Offenses include, but are not limited to the following:

- | | | |
|---------------------|------------------------------------|---|
| Alcohol | Vandalism | Inciting, Advising, or Counseling |
| Arson | Destruction | Others to Engage in Prohibited Acts |
| Battery | Weapons-Knife | Willful and Persistent Violation of the |
| Burglary | Kidnapping | Student Code of Conduct |
| Computer Trespass | Hitting/Pushing | Falsifying, Misrepresenting, Omitting, or |
| Disorderly Conduct | Dress Code Violation | Erroneously Reporting Information |
| Drugs | Inappropriate Behavior | Regarding Instances of Alleged |
| Fighting | Weapons-Rifle/Shotgun | Inappropriate Behavior by a Teacher |
| Homicide | Disrespect/Insubordination | Administrator, or Other School |
| Weapons-Other | Misbehavior on School Bus | Employee Toward a Student (during school |
| Motor Vehicle Theft | Cheating | and off-school hours) |
| Bullying | Use of Profanity | |
| Instigating a Fight | Inappropriate Touching | |
| Larceny/Theft | Misuse of Beeper/Cell Phone | |
| Robbery | Skipping Activities/Leaving Campus | |
| Sexual Battery | Taking Others’ Property | |
| Sexual Harassment | Weapons-Handgun | |
| Sex Offenses | Classroom Disruption/Talking | |

Threat/Intimidation	Unexcused Absences/Tardies
Tobacco	Failure to Accept Discipline
Trespassing	Other Discipline w/State Activities

The following consequences for breaking rules listed in the student code of conduct may include, but are not limited to:

Conference	Opportunity Room	Detention
Supervised Clean-up	Loss of Privilege	In-School Suspension
Out-of-School Suspension	Expulsion	Bus Suspension
Alternative School	Court/Juvenile Referral	Other Discipline
Class Removal	Warning	

Disciplinary Procedures

Age appropriate school rules in the form of JES Dragon Rules are communicated on page 5 and will be posted in classrooms, in hallways, in the cafeteria, and in restrooms. In support of individual students and the classroom learning environment, teachers are dedicated to maintaining productive student engagement. Unless the behavior is detrimental to safety or learning, attempts will be made to redirect the student. If necessary, progressive consequences will follow. These are listed in the discipline matrix listed below. When an office referral is warranted, the degree of discipline will be in proportion to the student’s age, discipline history, severity of the infraction, and other relevant factors.

Minor vs. Major Behavior Clarification

Behavior	Minor Teacher Managed	Major Office Managed
<ul style="list-style-type: none"> Defiance Disrespect and non-compliance 	<ul style="list-style-type: none"> Not working/Unfinished work Off task behaviors Not participating in group work Making faces/rolling eyes Huffing, sighing etc Arguing-Inappropriate response to teacher request Cheating/Lying 	<ul style="list-style-type: none"> Blatant insubordination Defiance which results in impeding the learning of others <ul style="list-style-type: none"> Teacher cannot teach Students cannot learn Out of control behavior
<ul style="list-style-type: none"> Disruption 	<ul style="list-style-type: none"> Making noises Talking Out of seat Not listening 	<ul style="list-style-type: none"> Teacher cannot teach Students cannot learn Out of control behavior
<ul style="list-style-type: none"> Electronic Devices 	<ul style="list-style-type: none"> Not being used as directed Refusal to stop when directed 	<ul style="list-style-type: none"> Vandalism (breakage) Defacing property Stealing major items
<ul style="list-style-type: none"> Inappropriate Language 	<ul style="list-style-type: none"> Negative talk Name calling Swearing 	<ul style="list-style-type: none"> Blatant swearing Offensive/harassing language Threats
<ul style="list-style-type: none"> Physical Contact 	<ul style="list-style-type: none"> Intentional inappropriate physical contact: <ul style="list-style-type: none"> Tripping Bumping Pushing Inappropriate spatial boundaries 	<ul style="list-style-type: none"> Physical contact with intent to harm
<ul style="list-style-type: none"> Property Misuse 	<ul style="list-style-type: none"> Minor vandalism (writing on desk) Stealing minor items 	<ul style="list-style-type: none"> Vandalism (breakage) Defacing property Stealing major items

- Many minor incidents can be utilized as teachable moments to explain, clarify, and model appropriate behavior.
- Repeated minor violations will accumulate into a major violation that will be handled by an administrator when classroom behavior plan has been exhausted and instruction is disrupted.

- Bus violations will be handled by an administrator.
- Consequences may include the following steps:
 - **Step 1:** Exhaust the classroom discipline plan.
 - **Step 2: (Office referral)** Conference with administrator
 - **Step 3: (Office referral)** Parents notified and loss of recess for one day.
 - **Step 4: (Office referral)** Parents notified and loss of recess and cafeteria lunch for one day.
 - **Step 5: (Office referral)** Parents notified/ teacher/admin/parent conference. ½ day in office.
 - **Step 6: (Office referral)** Parents notified and 1 day in office completing work.
 - **Step 7: (Office referral)** Parents notified and one full day suspension.

Jefferson Elementary School Administration reserves the right to determine whether or not a student's behavior is within the guidelines of the Jefferson City Schools Behavior Code and determine appropriate consequences due to severity of incident.

Authority of the Teacher (Policy JDF)

The Superintendent fully supports the authority of the principals and the teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

A teacher shall have the authority to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the classmates ability to learn shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow the procedures established in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent and/or designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

Seclusion or Restraint of Students (Policy JGF 2)

The Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint", as those terms are defined within the rule.

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the district that use physical restraint as defined within the SBOE rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include the following provisions:

1. Staff and faculty training on the use of physical restraint;
2. Written parental notification within a reasonable time, not to exceed one school day for the use of restraint, when physical restraint is used to restrain a student;
3. Procedures for observing and monitoring the use of physical restraint;
4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in item number four (4).

Bus Conduct: (Policy JCDAD)

Students are under the control of the bus driver during the times they are being transported. Rules of conduct may be established by individual bus drivers. Any violation of these rules will subject the student to disciplinary measures by the appropriate school principal or designee. For more information see Jefferson City Schools' Policy JCDAD and respective Georgia Code sections.

Weapons (Policy 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. For specific definitions and penalties refer to Jefferson City Schools Policy JCDAE.

Interrogations and Searches of Students (Policy JCAB)

Interrogations:

The principal in the Jefferson City School System, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct.

Searches:

The Jefferson City School System endeavors to provide a safety and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principals of each school in the Jefferson City School System, or his/her authorized representative, possess the authority to conduct inspection of students school lockers or articles carried upon their persons. Such searches shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, secreted noise-makers, water guns, contraband drugs, a handgun or other dangerous weapons.

In the event a search of a student's person, his/her personal possessions, or his/her locker reveals the student is concealing material the possession of which is prohibited by federal, state or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

Bullying (Policy JCDAG)

The Jefferson City 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 designated school bus stops, or a school related functions or activities, or by use of any data or software that is accessed through a computer, computer system, computer network, or other electronic technology, that is:

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

For more information refer to the Jefferson City Schools Policy JCDAG.

Sexual Harassment (Policy JCAC)

It is the policy of the Jefferson City Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass another student or any employee through conduct or communications of a sexual nature as defined below.

Definition of Sexual Harassment

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by any student constitutes sexual harassment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching; and
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Students alleging sexual harassment may complain directly to a principal, assistant principal, teacher, or guidance counselor. Each school shall publish the contents of Policy JCAC in its student handbook annually. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status as a student in the Jefferson City School System. Refer to Jefferson City Board Policy JCAC for additional information.

Student Alcohol Use: (Policy JCDAB)

In accordance with Georgia Law it shall be illegal to possess alcohol at any Jefferson City School or any school event/trip.

Student Drug Use: (Policy JCDAC)

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, anabolic steroids, alcoholic beverage, or intoxicant of any kind:

1) on the school grounds during and immediately before or immediately after school hours; 2) on the school grounds at any other time when the school is being used by any school group; 3) off the school grounds at a school activity, function, or event; or 4) en route to and from school.

Use of drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Compliance with these requirements is mandatory. See Jefferson City Schools' Policy JCDAC for more information.

Definition of Terms:

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

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

Bullying: Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intention display of force such as would give the victim to fear or expect immediate bodily harm. O.C.G.A. 20-2-751.4

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

Detention: A requirement that a student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given a one day warning so that arrangements for transportation can be made by the parents or guardians.

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

Dress Code: The current dress code is explained in the student handbook.

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

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

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

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

In-School Suspension: Removal of a student from class, classes, or regular school program and assignment of that student to an alternative program isolated from peers.

Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person of another: or intentionally making physical contact which causes physical harm to another.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

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

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

Weapons: The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other knife, bludgeon-type weapon, any stun gun taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchuk, or fighting chain, throwing star or oriental dart, or any weapon of like kind.



GUIDELINES FOR STUDENT DRESS (Policy JCDB)

Each school principal shall be authorized to establish reasonable dress and grooming standards for students who attend the school to which they are assigned. Such standards shall be based upon current legally acceptable standards as determined by case law. The following provides guidelines for school dress for students enrolled in Jefferson Elementary School:

Guidelines for “Dress for Success”

Shirts-Collared and solid color in Red, White, Blue (Navy and Royal accepted, light blue is not a school color)

Pants, Shorts, Skirts, Jumpers-Khaki, Red, White, Blue (Navy and Royal accepted, light blue is not a school color)

Patterned shirts and bottoms are not considered dress code.

- Dresses, shorts, and skirts should be fingertip length
- Tennis Shoes required on gym days
- Rolling book bags are not allowed

Guidelines for Spirit Day Dress

Students may wear jeans, gym shorts or wind pants in solid school colors. T- Shirts and sweatshirts must be solid and in school colors or display a Jefferson spirit logo. Dresses, shorts, and skirts should be fingertip length.

Free Dress Day Guidelines

1. Shirts or dresses with spaghetti straps, tanks, or halters are NOT permitted.
2. Dresses, shorts, and/or skirts should be finger tip length.

Breakfast and Lunch Opportunities:

The cafeteria is provided as a service for students and staff members. Monthly menus are posted on the Jefferson Elementary School website: <http://jes.jeffcityschools.org>. It is permissible for students to bring lunches from home.

Breakfast is served each morning in the cafeteria. Students must be in line no later than 7:20 a.m. in order to go through the serving line, eat, and report to class by 7:40 a.m. Please plan accordingly.

Meal prices may be adjusted to reflect rising costs. You will receive notification in writing of any changes in the meal rates. Please follow the directives relative to procedures for sending money for meals.

Free and reduced price meals are provided for those children who are eligible, as determined by the family size income scale. A letter explaining the free meal policy, the qualifying income scale, as well as an application will be given to each parent at the beginning of the school year. Names of children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner. There shall be no overt identification of any children by use of tokens or tickets or by any other means. (Policy JGHA)

NOTE: In an emergency situation, students will be permitted to charge up to five meals. Once students accumulate five charges, parents and teachers will be notified of the beginning date that full meals will not be served. When the account is satisfied, full meals will resume with payment. It is requested that parents pay for the week's breakfasts and/or lunches each Monday morning - preferably by check. Payments for the month should be calculated on the number of school days in the month. Payment for extra milk may be included as well. Parents may write one check for multiple children in the same school as long as complete information is recorded on the envelope.

Cost of Meals:

Breakfast		Lunch	
Free	No Charge	Free	No Charge
Reduced	.30	Reduced	.40
Full Pay	1.40	Full Pay	1.95
Adult	1.75	Adult	3.00
Extra Milk	.50	Extra Milk	.50

Prices are subject to change.

You are invited to join your child for lunch.

Parents/Guardians and adults listed on the student's pickup list may eat lunch with the student. When you arrive, please sign in and obtain a visitor's pass. When dining with your child utilize the Parent Café or outside patio. If eating on the patio please re-enter the building at the front office. Be aware lunches brought into the cafeteria from outside restaurants must be placed in generic containers that do not identify a specific restaurant. Also note it is a federal regulation that soft drinks not be allowed in the cafeteria.

Guidance for the Completion of Envelopes:

All meal related money sent to teachers must be placed in a sealed envelope and include all of the information below. Teachers will send sealed envelopes to the cafeteria for processing.

Student(s) Name(s)
Grade(s) and Homeroom Teacher(s)
Meal(s)/Item(s) for Which You Are Paying (Breakfast and/or Lunch; extra milk, ice cream)
Date(s) for Application of Money (Today's Date, Week of ..., Month of ...)
Total Amount of Money Enclosed

Emergency Procedures

School-wide emergency plans are in place for inclement weather, fire, hazardous spills and/or other situations which may call for building evacuation. Teachers are instructed in the procedures to follow in the event of a disaster or crisis situation. If evacuation becomes necessary, our first priority is the safety of the students. Thus, communication to parents may be delayed. See Jefferson City Schools' Policy JGFA for more specific information.

Emergency Drills (Policy JGFA)

Fire drills are held once a month. Severe weather drills are conducted at least annually. Other emergency drills are conducted periodically during the year.

Fund Raising Activities: Solicitation by Students (Policy JKB)

The Board recognizes that fund raising by student groups is necessary from time to time. The Board further recognizes that such activities promote knowledge of economics, stewardship of funds, and interpersonal skills.

Please Note: Students should not participate in door to door sales. Instead, parents should support students in selling to family members, friends, and colleagues. Also please be aware all participation in fundraisers is completely voluntary.

Health Provisions (Policy JGC)

A school clinic is available and staffed by a licensed nurse as feasible. In case of illness or injury of a routine nature, standard first-aid procedures are followed. A health information form must be completed by the parent or guardian during the registration process each year to notify the nurse and teacher(s) of health issues. It is vital that you keep emergency contact names and phone numbers up-to-date in the school office.

Medicines (Policy JGCD)

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state laws. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer an epi pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer an epi pen to a student in such circumstances shall be immune from civil liability.

Safety in the Buildings: Visitors

We welcome your presence in our school. Our only request is that all visitors sign in and out through the front office upon entry and exit as per House Bill 161. This bill provides that persons entering a school building between the hours of 7:30 a.m. and 3:30 p.m. who are not students or employees of the school must check in at the office and provide a reason for his/her presence in the building. Failure to check in and obtain a visitor's pass will result in a misdemeanor of a high and aggravated nature and charges being filed. (Anytime you enter or exit Jefferson Elementary School, please sign in and out.)

Bus Conduct (Policy JCDAD)

Students are under the control of the bus driver during the times they are being transported. Rules of conduct may be established by individual bus drivers. Any violation of these rules will subject the student to disciplinary measures by the appropriate school principal. (See additional information related to bus conduct in the behavior section of this handbook.)

Please Note: Buses are equipped with video equipment. The student behavior code, included in the Code of Conduct section of this handbook, also applies to students as they ride on school buses. More specific rules state that students must stay in their seats; be respectful of others; keep head, arms, and any objects away from window openings; and refrain from eating or drinking. Large or cumbersome items, balloons, pets, glass objects, or any other items that could jeopardize safety will not be allowed on buses. Consequences for inappropriate bus behavior may include, but are not limited to, conferences with the student and/or parents/guardians, assigned seating, or suspension from bus for one or more days. Parents are sent copies of bus discipline referrals through the student.

Please Note: It is the responsibility of the bus driver to deliver students to the designated address. Thereafter, it remains the responsibility of the parent(s) to provide the necessary supervision upon student drop off.

Snacks From Home

Students are allowed to bring a healthy, nutritious snack to eat at a specified time during the day as determined by their teacher. We encourage all parents to send a bottle of water with children each day. In support of hygiene, students should take home water bottles daily to be washed and refilled each evening. **Drinks are restricted to water (no flavored water).**

Student Accident Insurance (Policy JGA)

At the beginning of each school year, parents have the opportunity to enroll pupils under a system-wide scholastic accident insurance policy. The cost of this insurance is nominal. Enrollment information is available during registration or in the school office at the beginning of the school year. Please note that all payments and/or claims are to be mailed directly to the insurance company.

Student Accidents (Policy JGFG)

The function of the school in relation to sudden illness and accidental injury is one of emergency handling of the situations. School personnel shall act promptly and intelligently in emergencies for the saving of life, the prevention of further injury and the alleviation of pain. As soon as possible, the parent or guardian of the injured child shall be notified. The Board is not responsible for subsequent treatment.

All injuries, accidents, etc. that take place at school or on school premises shall be reported to the principal or his/her designee as soon as possible. The circumstances surrounding an injury shall be reported by the teacher to the principal in writing as soon as practicable following an accident where injury results.

Student Organizations (Policy JHC)

In accordance with Georgia law, no person may haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. School organization means any club or other organization which has students as its principle members. "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

Child Abuse or Neglect (Policy JGI)

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Jackson County, Georgia.

For more information please refer to Jefferson City Schools Policy JGI.

Suicide Prevention (Policy JGJA)

The Board of Education shall provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education. For more information please refer to Jefferson City Schools Policy JGJA.



OTHER INFORMATION

Copyright Adherence Process

The Jefferson City School System shall abide by current copyright law.

Emergency School Closings (Policy AFC)

In case of severe weather or other emergencies, official information about school closings will be broadcast on the following:

Radio Stations:

STAR Atlanta 94.1 FM
WNGC Athens 106.1 FM
WJJC Commerce 1270 AM

Television Stations:

WSB Channel 2 ABC
WXIA 11 Alive NBC
WAGA Channel 5 FOX

WRFC Athens	960 AM	WNEG Channel 32	(Toccoa)
WSB Atlanta	750 AM	WGCL Channel 46	(CBS)

If there is no notification of a school closing for the Jefferson City Schools on the radio/TV stations and/or the www.jeffcityschools.org website, please assume that school will begin at the regular time. Please be reminded that decisions relative to each individual school system (Commerce City, Jackson County, and Jefferson City) in Jackson County could be different due to conditions in related areas.

Field Trips and Excursions (Policy IFCB)

Field trips may be taken by classes and groups of the Jefferson City Schools as an extension of regular educational experiences. Students participating in field trips must present written permission to school officials from parents for such participation and must observe the same rules of conduct as prescribed for regular classroom activities. It shall be the responsibility of teachers and other school personnel to properly supervise and plan field trips in order that they shall accomplish some worthwhile educational objectives. The Jefferson City Board of Education shall not be responsible for any injury or loss of property resulting from a student's participation in a field trip.

Home Study (Policy JBC2)

A student withdrawing from the school system to enter a home study program must meet the following requirements:

1. Parent or guardian files a declaration of intent to operate a home study program and the name(s) of the student(s) enrolled.
2. Parents or guardians may teach only their own children or employ a tutor to teach such children.
3. Program should provide a basic academic program of 180 days of instruction including, but not limited to reading, language arts, mathematics, social studies, and science..
4. Students take an appropriate nationally standardized test to evaluate their educational progress at least every three years beginning at the end of the third grade. These records must be retained in the home.
5. The instructor writes an annual assessment of each student's academic progress and retains the reports in the home at least three years.
6. Any student in a home study program must adhere to the compulsory attendance law.

Admission of Students from Home Study Programs or Non-Accredited Schools:

1. Any student from home study or non-accredited school entering grades K-8 will be evaluated on a basic skills test provided by the school system and administered by school personnel.
2. Student grade placement will be determined based on the results obtained from school administered tests. Students entering the fourth grade will be required to obtain a passing score on the third grade Criterion-Reference Competency test before being placed in a fourth grade class.
3. Any student entering grades 9-12 in the school system from a home study program or non-accredited school will be required to pass a school administered test in each subject area and any applicable End of Course Tests.
4. No credit will be given for course work obtained in a home study program or non-accredited school unless comparable course work is offered as part of the curriculum.
5. All students enrolled in schools are evaluated on a periodic basis in order to assess student achievement and program effectiveness. Students entering or re-entering the school system will be required to participate in all state or local testing programs when applicable.

Internet Usage: (Policy IFBG)

Jefferson City Schools is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. The school district is providing access to its computer networks and the Internet only for educational purposes and research consistent with the school district's educational mission and goals. Students must understand that the use of the school district's computer network and Internet access is a privilege, not a right. Misuse of the computer or the Internet may jeopardize those privileges and subject the student to potential disciplinary and legal action. Due to the nature of the Internet, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Parents must also participate in the decision whether to allow their children to access the Internet and must communicate their own expectations to their children regarding its use. Any parent who determines that their child should not have access to the Internet as part of their instruction program, must notify the child's principal in writing indicating the parent's objection to their child's participation in any internet educationally related programs. Refer to BOE Descriptor Code: IFBG-R June 13, 2002.

Realizing the educational benefits of the Internet, Internet access is available to teachers and filtered Internet use is available to students in Jefferson City Schools. Any intentional inappropriate use of the Internet or any attempt to compromise or bypass the security regarding the Internet will result in punitive action against the offender. All Internet users are subject to the following rules and regulations:

1. Acceptable Use:

The purpose of the school Network/Internet, is to support research and education in and among academic institutions in the U.S. and the world by providing access to unique resources and the opportunity for collaborative work consistent with the educational objectives of Jefferson City Schools. Use of any other organization's network or computing resources must comply with

the rules appropriate for that network. Transmission of any material in violation of any U.S., or state regulation, or Jefferson City Schools' policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited. Illegal activities are strictly prohibited.

2. Privileges:

The use of the Network/Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges. (Each user who receives access to the Internet must first participate in a training session provided by the local school media specialist and/or classroom teacher.) The network administrator (the Superintendent or designee) may deny access to the internet.

3. Students will only have use of the Internet through filtered service. Use of this service will limit the sites that students can access.
4. Random access or "surfing the net" by students is prohibited.

5. Network Etiquette:

The user is expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:

- Illegal activities are strictly prohibited
- The use of profanity, vulgarities, or other inappropriate language is prohibited.
- Personal information such as personal address or phone number is prohibited. The disclosure of full names is discouraged.
- The use of e-mail through the Internet is prohibited unless the student is involved in a teacher supervised project which has been previously approved.
- Use of the Network/Internet in such a way that you disrupt the use of the network by others prohibited.
- All communications and information accessible via the network are subject to copyright laws.

6. Jefferson City Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Jefferson City Schools will not be responsible for any damages. This includes loss of data suffered by users resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or errors or omissions, or that of the user. Use of any information obtained via the Network/Internet is at the user's risk. Jefferson City Schools specifically denies any responsibility for the accuracy or quality of any information obtained through network/internet services.

7. Security:

Security on any computer system is a high priority, especially when the system involves many users. If a user suspects a security problem on the Network/Internet, the user is required to notify the network administrator or Internet coordinator (the Superintendent or designee). The problem is not to be demonstrated to other users. Use of another individual's password is prohibited. Attempts to log on to the Network/Internet as a network administrator will result in cancellation of user privileges. Any user(s) identified a security risk(s) or having a history of problems with other computer systems may have their use terminated immediately and future access to the Network/Internet through Jefferson City Schools will be denied.

8. Internet access and e-mail access and e-mail communications are not private. Network administrators and service providers may monitor such electronic traffic at any time and illegal or inappropriate use will be reported.
9. Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other networks. This includes, but is not limited to, the uploading or creation of computer viruses. ISSUED: June 13, 2002

Notice To Parents/Guardians and Eligible Student of Rights Under Family Education Rights and Privacy Act: (Refer to Jefferson City Schools' Policy JR for additional information.)

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) you have a right to:

- (1) Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen (18) or older your own education records.
- (2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- (3) Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
- (4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Jefferson City Schools Board of Education to comply with the requirements of the Act or the regulations promulgated there under.
- (5) Obtain a copy of the policy, which the Jefferson City Schools Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the Principal.
- (6) From time to time students may be photographed, videotaped, or interviewed by the news media or school personnel during school or at a school activity or event. As a parent or guardian, if you object to your student being photographed, videotaped, or interviewed you must notify the Principal in writing.

The following information is considered as directory information: (A) Student's name, address, and telephone numbers, (B) Student's date and place of birth, (C) Student's participation in official school clubs and sports, (D) Weight and height of a student if he or she is a member of an athletic team, (E) Daily attendance in Jefferson City Schools, and (F) Awards and honors received during time enrolled in Jefferson City Schools. Unless a parent or guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must notify the Principal, in writing.

Lost and Found

Please label your children's clothes, school supplies, etc.

Please Note: A box is located in the cafeteria, serves as the lost and found. When this box fills to overflowing, the items are donated to charitable organizations. Donations will be made at the end of the first semester and at the end of the school year. Please plan accordingly to check for lost clothing.

Parties

There are two official parties during the year at each grade level. One is scheduled for the last day before Winter Holidays in December and one on the last day of school. In conjunction with local police and GEMA, one parent per child is allowed to attend the inside parties. No birthday parties, as such, are allowed in K-5. However, a birthday treat may be sent to be served during regularly scheduled snack time, lunch, or break. If you choose to send a drink, please only send non-flavored bottled water. Please work with your child's teacher in advance if you plan to send a snack in recognition of your child's birthday.

Please Note:

- 1) Unless you include all students within your child's classroom, party invitations may not be passed out at school.
- 2) No balloons or flowers are allowed on the bus.

Student Clubs and Organizations

According to Georgia Law, Code Section 20-02-0705, a parent or legal guardian may decline permission for his or her child to participate in a club or organization. If a parent wishes to exercise this right, they must complete a Club/Organization Non-Participation Form and return to the principal at the beginning of the school year. There are currently no active clubs at JES.

Student Discrimination (Policy JCE (1))

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Jefferson City Schools Title IX contact is Mr. Tim Corbett.

Student Fees, Fines, and Charges (Policy JS)

The Jefferson City Board of Education provides a free education for all students enrolled. The board shall provide basic instructional materials required to complete each course of study funded for credit under Georgia's Quality Education Act.

Students shall be required to supply materials basic to all courses. Materials such as paper, pencils, crayons, and pens shall be supplied by the student. However, no specific types or brands may be required.

Students shall be charged a reasonable fee for lost, damaged or abused school system property as outlined in the above policy. Donations may be accepted and fees for extra-curricular activities may be charged, so long as neither is made a condition of attendance or credit within the normal academic program. Examples of legitimate charges include, but are not limited to, the following: gate admissions, student publications, graduation fees (if participation is not required), replacement/repair costs for loss or abuse of school property, and activity fees.

Student Hearing Procedure (JCEB)

For the purpose of conducting certain student discipline hearings related to an alleged assault or battery upon an official school employee or another student, damage to school premises, violation of a school rule, or engagement in misconduct or insubordination which the principal determines should be punished by long-term suspension or expulsion, the Jefferson City Board of Education appoints a tribunal consisting of two administrators and a teacher from the Jefferson City School System who is not a staff member of the student's school. Please refer to specific procedures related to student hearings as outlined in Jefferson City Schools' Policy JCEB.

Use of School Telephones by Students

School telephones are for official business. In case of illness or emergency, office personnel will call the parent/guardian for the student. Student use of the school phone is strictly limited and carefully monitored. If an emergency arises, parents may leave a message with office personnel to be delivered to the student or teacher. Students are not allowed to accept phone calls at school.

Please sign and return this acceptance in the handbook within 7 days of receipt. (Dates at the top will be written by the teacher.)

Date Issued: _____ Date Teacher Received: _____

Jefferson Elementary School
Student/Parent Handbook Acceptance
2016 - 2017

Child's Name: _____
Homeroom Teacher: _____

Jefferson Elementary School
Student/Parent Handbook Acceptance
2016 - 2017

Your signature below indicates that you have read, understand, and accept the policies and procedures, including the Parent's Right to Know information found on page 11, as outlined in this handbook. All procedures are in compliance with Jefferson City Schools' Policies. Please return to your child's homeroom teacher within ten days of enrollment.

Parent Signature: _____
Date: _____

Jefferson Elementary School
Club/Organization Non-Participation
2016 - 2017

According to Georgia Law, Code Section 20-2-751.5, a parent or legal guardian may decline permission for his/her child to participate in a club or organization. If a parent wishes to exercise this right of refusal, he/she must present notification in writing to the Principal.

Jefferson Elementary School
Right of Refusal
2016 - 2017

From time to time students may be photographed, videotaped, or interviewed by the news media or school personnel during school or at a school activity or event. As a parent or guardian, if you object to your student being photographed, videotaped, or interviewed you must present your request to the Principal in writing at the beginning of each school year. Please call to verify that the your request was received.

The following information is considered as directory information:

- (A) Student's name, address, and telephone numbers
- (B) Student's date and place of birth
- (C) Student's participation in official school clubs and sports
- (D) Weight and height of a student if he or she is a member of an athletic team
- (E) Daily attendance in Jefferson City Schools
- (F) Awards and Honors received during time enrolled in Jefferson City School.

Unless a parent or guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request.