



Welcome to Jackson Elementary School

1105 Brownlee Road
Jackson, Georgia 30233

Telephone: (770) 775-9480 Fax: (770) 775-9488 <http://jes.butts.k12.ga.us/>

Sheila Barlow, Principal

barlows@bcssk12.org

Heather Stamoules, Assistant Principal

stamoulesh@bcssk12.org

Emily Marlowe, Instructional Coach

marlowee@bcssk12.org

Michele Nowak, Healthcare Worker

nowakm@bcssk12.org

Iris Ivester, Attendance Clerk

ivesteri@bcssk12.org

This 2019-2020 agenda belongs to:

Name: _____

Address: _____ City/State/Zip _____

Phone: _____ Grade: _____ Teacher: _____

BCSS Strategic Goals

JES' Positive Behavior Intervention Support (PBIS) Motto

S.O.A.R.

Student Achievement
Organizational Effectiveness
And
Relationships & Perceptions

P.A.W.S.

Positive Attitude
Always Respectful
Work Responsibly
Safe and Orderly Environment

The BCSS Purpose Statement

Butts County School System's purpose is to provide LEARNING AND LIFE EXPERIENCES that MAXIMIZE THE INDIVIDUAL POTENTIAL of ALL STUDENTS so they are PREPARED FOR A PRODUCTIVE FUTURE.

10 Core Commitments and Values:

We will provide and expand effective growth experiences for all students in the "A.A.A.S."—Academics, Fine Arts, Athletics, and Service.

We will maximize the personal safety and well-being of all stakeholders who enter our facilities. We will model and exhibit a spirit of teamwork, professionalism, and collaboration in the quest of continuous improvement on behalf of our students and community.

We will engage students, families, and community stakeholders as partners and teammates.

We will model self-discipline in our duties as professionals, and we will discipline our students in a way that values their worth and dignity as human beings.

We will recruit and retain highly-qualified staff members in the name of what is best for children.

We will embrace fair accountability for all staff, students, and the community.

We will respect and celebrate human diversity as a strength in our organization.

We will faithfully maintain modern and effective facilities, equipment, technology, and data.

We will be responsible stewards of community taxes and resources while putting the needs of children first.

Table of Contents

Contact Information for Admin, Counselor, Healthcare Worker, Attendance Clerk, Title IX Coordinator...pg. 1,7	Medication Protocol.....pg. 18
BCSS Strategic Goals(SOAR) and Purpose and Commitment.....pg. 2	School Nutrition Information.....pg. 21
School Calendar/Holiday Information/Daily Schedule.....pg. 4-5	BCSS Dress Code.....pg. 23
Every Student Succeeds Information.....pg. 6	Search and Seizure.....pg. 23
Notice of Non-Discrimination.....pg. 7	Bus Information.....pg. 24
Policies and Procedures.....pg. 10	Disrespectful Conduct.....pg. 24
Car Rider Information.....pg. 10	Student Code of Conduct.....pg. 25
Transportation Changes..... pg. 11	Reporting Inappropriate Behavior.....pg. 27
Grading, Promotion, and EOG Requirements....pg. 12	Chronic Disciplinary Problem Student Act.....pg. 27
Clubs Information.....pg. 13	GA Bullying Law/Bullying Support/Counseling Program.....pg. 28
Field Trip Participation Statement.....pg. 14	Electronic Device and Internet Use.....pg. 28
Attendance/Tardy/Truancy Protocol.....pg. 15	Title 1 Parent Involvement.....pg. 29
Hospital Homebound.....pg. 16	Protection of Pupil Rights Amendment (PPRA).....pg. 31
FERPA.....pg. 17	Permission to access school-based, Internet-Capable Technology.....pg. 34
School Health Guidelines.....pg. 18	Parent and Student Signature Page (please sign and return to school.....pg. 35

Holiday Information

September 4, Labor Day- No school
October 7-9, Fall Break- No school
October 10-11, Teacher Workday-No school
October 21, Parent Conference Day- No school
November 25-29, Thanksgiving Break- No school
December 20, Early Release
December 23- January 3, Christmas Break- No school
January 6, Teacher Workday- No school
January 20, MLK Day- No school
February 14, Teacher Work Day- No school
February 17-18, Winter Break- No school
March 13, Teacher Workday- No school
April 6-10, Spring Break- No school

Daily Schedule

The school day starts at 7:50 a.m. and dismissal is at 2:50 p.m. Breakfast is served from 7:20-7:50 a.m.

Grade Level	Lunch	Specials
Kindergarten	10:50-11:35	1:00-1:55
1st Grade	11:10-11:55	9:30-10:25
2nd Grade	11:25-12:10	10:30-11:25
3rd Grade	11:45-12:30	8:35-9:30
4th Grade	12:20-1:05	1:55-2:50

5th Grade	11:35-12:05	12:05-1:00
-----------	-------------	------------

Butts County Schools 2019-2020 School Year Calendar

Approved by Board of Education, January 15, 2019

HOLIDAYS

July 4 – Independence Day
 September 2 – Labor Day
 November 28 – Thanksgiving
 December 25 – Christmas Day
 January 1 – New Year’s Day
 January 20 – MLK, Jr. Holiday
 April 12 – Easter Sunday
 May 25 – Memorial Day

—First Day of School: August 5, 2019
 —Last Day of School: May 22, 2020
 —1st Semester—88 Days
 —2nd Semester—89 Days
 —School Days: 177 Student Days
 —Feb. 14, 17-18 are Normal School Days if 5+ days of school are lost due to Inclement Weather or Emergencies

X Holiday
 ○ Teacher Workday/ Student Holiday
 ☆ Parent Conference Day/ Student Holiday
 ★ Early Release for Dec/ Mar. 12 is JHS Only
 ◇ End of Grading

- JULY -						
S	M	T	W	T	F	S
	1	2	3	X	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- AUGUST -						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						20

SEPTEMBER -						
S	M	T	W	T	F	S
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						20

- OCTOBER -						
S	M	T	W	T	F	S
		1	2	3	◇	5
6	X	X	X	10	11	12
13	14	15	16	17	18	19
20	☆	22	23	24	25	26
27	28	29	30	31		
						17

- NOVEMBER -						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	X	X	X	X	30
						16

- DECEMBER -						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	★	21
22	X	X	X	X	X	28
29	X	X				
						15

- JANUARY -						
S	M	T	W	T	F	S
			X	X	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30	31	
						18

- FEBRUARY -						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	X	19	20	21	22
23	24	25	26	27	28	29
						17

- MARCH -						
S	M	T	W	T	F	S
1	2	3	4	5	◇	7
8	9	10	11	★	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

- APRIL -						
S	M	T	W	T	F	S
			1	2	3	4
5	X	X	X	X	X	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						17

- MAY -						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	◇	23
24	X	26	27	28	29	30
31						16

- JUNE -						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mr. Robert Costley
Superintendent

<http://www.butts.k12.ga.us>



BUTTS COUNTY SCHOOLS
181 North Mulberry Street
Jackson, Georgia 30233

Telephone (770) 504-2300
Fax (770) 504-2305

August 05, 2019

Dear Parents/Guardians:

As a parent of a student at **Jackson Elementary School**, you have the right to know the professional qualifications of the classroom teachers who instruct your child.

Right to Know Professional Qualifications of Teachers and Paraprofessionals

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

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/ or paraprofessional's qualifications, please contact Kameron Todd, Director of Human Resources and Federal Programs, at **770-504-2300**.

Thank you for your interest and involvement in your child's education.

Sincerely,

Ms. Sheila L. Barlow
Principal



Butts County Schools

Notice of Non-Discrimination

It is the policy of the Butts County Board of Education to comply fully with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990, and all accompanying regulations. Ms. Kameron Todd is the Title IX coordinator and can be reached at 181 N. Mulberry St. Jackson, GA 30233 or by phone at 770-504-2300.

The Butts County School System does not discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity or service, contact Butts County Schools, Human Resources, 181 North Mulberry Street, Jackson, Georgia 30233, or phone 770-504-2300.

Notice of Rights of Students and Parents under Section 504

Resolution Agreement: U.S. Department of Education, Office for Civil Rights & Georgia Department of Education (OCR Complaint #04-11-1267)

Each LEA must make its Section 504 Policies and Procedures available on its website, where available, and in printed material, including student handbooks. Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

- Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
- Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
- Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
- Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
- Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
- You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.

- You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
1. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
 2. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
 3. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
 4. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
 5. You have the right to examine your child's educational records. 34 CFR 104.36.
 6. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
 7. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
 8. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
 9. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

1. Overview:

Any student, 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.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the

grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation:

The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision:

The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review:

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Students may report harassment or perceived discrimination to the school administrator. All such reports may be investigated by the Title VI and Title IX Coordinators, considered by Section 504 of the Americans with Disabilities Act Coordinator, and the Sports Equity Coordinator.

The OCR office for Georgia is located at:
Atlanta Office for Civil Rights U.S. Department of Education
61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104
Telephone: 404-562-6350
FAX: 404-562-6455; TDD: 877-521-2172 Email: OCR.Atlanta@ed.gov
The OCR National Headquarters is located at:
U.S. Department of Education Office for Civil Rights
Customer Service Team 400 Maryland Avenue, SW
Washington, D.C. 20202-1100 Telephone: 1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

POLICIES AND PROCEDURES:

MORNING ARRIVAL

Upon arrival, students should report directly to the classroom. Doors will open for students at 7:20 each morning. Students will be marked tardy at 7:50. All students must arrive by 7:45 to have breakfast. Students who are eating breakfast will receive their breakfast upon entering the school and take it to the classroom to eat. School begins promptly at 7:50 each morning immediately after the tardy bell. School dismissal will begin at 2:50.

EARLY MORNING CARE

Early morning care begins at 6:30 A.M. **Parents must walk students inside and sign them in each morning.** The cost is \$3.00 per child per day. If you would like your child to attend early morning care, please contact the office. All students must be signed in.

CAR RIDER PROCEDURES:

1. For safety, purposes so that the car rider line is not blocking traffic on the main road, please **form 2 lines** at the entrance. You will merge by using the courteous, "**give one-take one**" method before the 1st left turn.
2. **Morning drop off** will be at the **2nd entrance**. Parents walking their students into the school the first **3** mornings of school must use the front entrance and crosswalk. Our school has a SECURITY ENTRANCE. After 7:50, parents have to be "buzzed" through the office. As an important safety measure for our students and staff, NO ONE will have direct entry into the school building. Beginning **Thursday, August 8th**, all car

riders will be dropped off at the 2nd entrance—please do not walk your students into the building. When the car stops in the drop off area, students should be prepared to immediately open their door and exit the car.

3. **Afternoon pick up** will be at the front entrance—the 1st car in line should stop at the 2nd yellow speed bump. Stay in the **right** lane with sign hung from rear view mirror until student is in the car.
4. Students must enter the vehicle **on the passenger** side for their own safety. We ask that all drivers abide by child safety laws regarding front seat passengers, seat belts, and child booster seats.
5. Each student will receive 1 car rider sign at open house. This should be placed on the rear view mirror. There will be a \$1 charge for each additional sign.
6. Car rider signs must be visible DAILY for afternoon pickup—NO EXCEPTIONS. If the sign is not visible, the driver must park, wait until the end of car riders at 3:10pm, and walk into the front office to present photo identification. If the driver is verified to be on the pick-up list of the child, the driver will then be allowed to pick up the child. There will be NO ID checks conducted in the car rider line. Please remember, this is a safety measure to protect our children.
7. Only school personnel will be permitted in the car rider area during afternoon pick up for the safety of the students. Parents will not be permitted to park and walk up to the car rider line.
8. **AM Car Rider Time: 7:20-7:50.** When the car stops in the drop off area, students should be prepared to immediately open their door and exit the car. If student arrives past **7:50**, the parent must park and escort them to the office to sign in on the office computer. Do not drop off students at door after 7:50.
9. **PM Car Rider Time: 2:50-3:05.** If a parent arrives after **3:05**, students will need to be checked out from the afterschool program; after 3:10 fees will apply. **Please expect delays during the first and second weeks of school. Car riders may be slower because the students are learning to listen for their new car rider numbers (many students become bus riders after the first week of school as well). Thanks in advance for your patience and cooperation.**

AFTER SCHOOL CARE

Jackson Elementary offers an after school program that provides homework assistance, academic enrichment, tutoring, snacks, and supervision until 6 P.M. The cost is \$8 per child per day. Parents may sign up a child for after school care during open house or call the school office for more information.

EARLY DISMISSAL/CHECK-OUT

A student may be dismissed before the school day officially ends only when a parent/guardian comes into the office and signs the child out. No child will be released to any adult without written authorization on the child's information sheet. A picture I.D. is required before a student is allowed to leave with an unfamiliar adult. **Students will not be released after 2:15 P.M.**

TRANSPORTATION CHANGES

PLEASE send written notice of any transportation changes. No changes by telephone will be accepted except in cases of extreme emergency. If you have questions regarding bus transportation, please call Director of Transportation at (770) 504-2300.

BUS RIDERS

Once students load the buses, no one will be taken off the bus to go to the car rider line. Parents will be responsible for meeting the bus at the designated stop.

TELEPHONE/MESSAGES

The office telephone is for business purposes; therefore, students will be permitted to use the telephone only for emergencies. To avoid unnecessary interruptions, parents are asked to avoid phone messages for students, except in cases of emergency. To ensure that your child receives an important message, calls should be placed by 2:00 P.M.

SCHOOL VISITATION

Anyone visiting the school, including parents, must sign in at the office. Visitors will receive a pass to be worn while on campus. For safety reasons, passes must be visible at all times while on campus. Forgotten books, lunches, etc., may be left at the office for delivery. *Parents are encouraged to visit, but as a courtesy to the teacher, we suggest a prior appointment be made.* An administrator must be present during any classroom observation.

CHANGE OF ADDRESS OR TELEPHONE

It is important that the school has accurate addresses and telephone numbers (home and emergency) in order to receive any information from the automated communication system, which sends school messages. Please notify the school records clerk of any changes in address or telephone numbers.

PARENT/TEACHER CONFERENCES

To ensure that instruction is maximized in every classroom, conferences must be scheduled after school or during the teacher's planning period. Appointments may be arranged by communicating with the child's teacher through the agenda or by telephone.

MAKE UP WORK

Students will have the opportunity to make up all work and tests missed due to a legal or excused absence. The student should ask the teacher for makeup work upon returning to school after an excused absence.

TUESDAY FOLDERS

We will continue to utilize our Tuesday Folders at Jackson Elementary. The Tuesday Folder is another method of communication between school and parents. It will go home every Tuesday and will have important information for parents such as dates to remember and grade reports. Please read the information, keep what is yours, and sign and return the folder with your child. **PARENTS PLEASE INITIAL HERE:** _____

RETURNED FUNDS

When money is paid for a student to attend a field trip, book fair, shirts etc. it is nonrefundable.

NAMES ON ALL ITEMS

Please make sure you label all personal items belonging to students (**book bags, jackets, lunch boxes, etc....**)

GRADING POLICY/PROMOTION/RETENTION/SUMMER SCHOOL

The grading practice policy is specific to each grade level and their grading policy will be provided to parents during open house and parent conferences. 3rd, 4th and 5th grade students will take the EOG Georgia Milestones Assessment. Students who do not pass in grades 3 and 5 will be given the opportunity for remediation and retesting during summer school. Butts County School System is required by state and federal law to administer state-level academic testing. In order for students in grade,3,5, and 8 to be considered for promotion to the next grade, data from state testing will be utilized to make a decision about promotion and retention. Parents of students who do not participate in state testing in those grades will be required to attend a promotion/retention review committee in order for the student to be considered for promotion.

ACADEMIC DISHONESTY

All incidences may warrant a discipline referral. The first referral will result in a parent conference; a second referral will result in a counselor referral; and a third referral will result in in-school suspension (ISS).

GUIDANCE/COUNSELING PROGRAM

The school counselor conducts classroom guidance lessons, small groups and individual counseling sessions.

CLUBS AND ORGANIZATIONS:

At the beginning of each school year, the school will provide information regarding all school clubs and organizations for students. The list includes the name of some of the clubs or organizations, the main purpose or mission of the group, and a description of past or planned activities. The list will be attached to the student handbook and will include a form where the parent or guardian may decline permission for his or her student to participate in a club or organization. For any club or organization started after the beginning of the school year, the school will obtain written parental permission prior to student participation in the new club or organization.

Student Council – Advisors: JES Teacher

Grades 4-5

Student Council is the governing body of students here at Jackson Elementary School (JES). The purpose of Student Council is to further the best interests of all students through student representation in matters affecting the student body. This organization will also host and assist with student activities to improve our school community conditions.

National Beta Club – Advisors: Admin and Counselor

Grades 4-5

The National Beta Club promotes character, develops leadership skills, encourages service involvement and recognizes student achievement to students in the fourth and fifth grade. All members must be performing on or above grade level. There is also a one-time membership fee for the junior division.

4-H – 4-H Director

Grade 5

The 4-H program states its mission as, “To help youth and volunteers in their development through educational programs using the knowledge base of the land grant universities of the United States”. Commitment to the mission involves support of specific program objectives including helping youth develop leadership capabilities, personal standards and values, positive self-concepts and effective communication skills. The development of such skills through experiential learning is the cornerstone of 4-H youth programming.

Pandamonium – Advisor: Music Teacher

Grades 3-5

Members of the Chorus and Bells are selected through auditions, teacher recommendation and grades. They often participate in school, community, and competition festivals.

WJES Morning News Crew – Advisor: Media Center Specialist

Grade 5

The Morning News Crew brings the morning announcements to life in a studio setting to allow others in the school to know what is happening around school. All 5th grade students may apply for the position of newscaster or producer. This is a year- long position.

CHAMPS – Advisor: Butts County Sheriff’s Department

Grade 5

C.H.A.M.P.S., the highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. C.H.A.M.P.S. goes beyond traditional drug abuse and violence prevention programs. It gives children the skills needed to recognize and resist the subtle and overt pressures that cause them to experiment with drugs or become involved in gangs or violent activities.

Art Club – Advisor: Art Teacher

Grades 4-5

The Art club will meet the second Wednesday of each month. The Art Club will offer the students the opportunity to expand art skills through art projects; explore different mediums such as paint, pastels and clay; create and display artwork to celebrate cultural diversity; promote and inform others about upcoming JES events; and develop graphic and commercial art skills.

Architecture Club - Advisor: Art Teacher

Students will meet and work on miniature construction projects.

JES has a 'Club Day' once a month during the school day in which all students participate. Options will be shared with students, as this list is not all encompassing, near the beginning of the school year.

LOST OR STOLEN ITEMS

The school is not responsible for items lost, stolen, or damaged on school premises or on school buses; however, every effort will be made to recover such items. Lost items will be turned in to the office. If an item is lost, please check with the office. To minimize losses, **please make sure your child's belongings are labeled with last name and first initial.**

SELLING/TRADING

Students are not allowed to sell, swap, or buy anything from other students while at school or on the bus.

ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL

- **No cell phones allowed on campus or on field trips (Lost or damaged cell phones will not be replaced by the school)**
- Large amounts of money-please send only what your child needs for the day
- Toys, games, radios, CD players, laptops, laser pointers, electronic devices, collectible cards, etc.
- Items to be sold for personal profit
- Pets
- Pocket knives, bullets, or any weapon (including look-alike weapons), or explosive devices (*See Weapons Notice*)
- Gum or candy
- Any item not needed for class
- Medication (see Health Guidelines)

Such items may warrant a discipline referral and will be taken up and kept in the office. Parents will be notified to pick up items.

WITHDRAWAL POLICY

The school should be notified at least one day in advance of withdrawal. Students may be withdrawn from school only by the custodial parent or guardian. All school materials, textbooks, and library books must be returned and all financial obligations cleared upon withdrawal. School records will be forwarded to the new school upon enrollment and request from the new school.

EDUCATIONAL FIELD TRIPS

School personnel will always supervise field trips. A signed parental permission slip is required in order for the child to attend. Please sign and return this to the teacher as soon as possible so plans can be finalized. Payment is not necessary to participate. Parents who volunteer to act as chaperones will be actively involved in assisting with the supervision of students; therefore, any other children (younger siblings, etc.) should not be brought on field trips. (See volunteer requirements below.)

SCHOOL VOLUNTEERS

We welcome parents and community members to volunteer in classrooms, on field trips and as bus monitors. All volunteers must have a criminal background screening. Screening forms are available in the front office and should be filled out and returned to the Board of Education. Allow two weeks for screenings to be complete. Volunteer applications will be given during open house. No parent may volunteer without approval.

FIELD DAY

Children of parents who owe money for any school fees/fundraisers will not be able to participate in Field Day. Students who are missing class work or homework assignments on the day of Field Day will not participate.

SCHOOL CLOSING

Due to inclement weather, school closing may become necessary. A call will be sent through the automated communication system to disseminate the information parents may need in reference to school closings. An effort will be made by school officials to contact the local radio station to assist in disseminating information. Please tune in to WJGA 92.1 FM for information before calling the school. In such an event, school officials are busy making plans and need to keep the phone lines clear.

TARDIES/EARLY CHECKOUTS

- Documentation will be required to excuse an early dismissal or tardy arrival.
- If a student is tardy or checked out an excessive number of times, a referral may be made to the System School Social Worker.
- Students are tardy at 7:50 AM and must be signed in at the front office.

SCHOOL FUNCTIONS

Students who are absent from school on the day of any school parties or events will not be allowed to attend that school function.

BUTTS COUNTY SCHOOLS STUDENT ATTENDANCE GUIDELINES

The goal of the Butts County School System is to have all children in school each and every day and on time unless there is a valid reason for the student to miss school.

1. Excused Absences with a Doctor's Note:

- Personal illness
- A physician's excuse/note explaining the reasons for absences must be presented to the school on the date the student returns to school. Failure to submit a note will result in the absence being marked as unexcused.
- The school system reserves the right to verify the accuracy of the physician's excuse.
- If child is sent home with head lice, student is excused for 1 day only. Parent is expected to rid student of head lice, get clearance letter from Health Department and return child to school.

2. Excused Absences with a Parent's Note:

Some examples of excused absences with a parent's note: (see Butts County Board of Education policy JB for full list)

- Personal illness,
- Serious illness or death in student's immediate family
- Court order by governmental agency
- Celebrating religious holidays
- Conditions rendering attendance impossible or hazardous to student's health/safety

A letter written by a parent/guardian, detailing the reasons for the absence, will be accepted by the school on the date of return as an excused absence. If the child is out for 3 consecutive days, the parent/guardian must present a doctor's excuse for those 3 days to be excused.

A total of **5 parent notes** will be accepted for excused days, provided the reason given for the absence qualifies as an excused absence.

1. **Unexcused Absences:**

Some examples of unexcused absences:

- Missing the bus,
- oversleeping,
- vacations/trips,
- car trouble,
- baby-sitting, running errands, skipping school

An automated phone/computer system will be used to notify parents when students are absent daily.

After 3 Unexcused Days

Personal contact will be made and documented by a school official.

After 5 Unexcused Days

Attendance conference will take place with student, parent, and school official.

All attendance conferences will be documented in our Student Information System.

Letter detailing conference will be mailed home.

After 7 Unexcused Days

Notification will be made to the System School Social Worker.

Legal action may involve charges being filed on the parent/guardian/student for violating the compulsory attendance law 20-2-690.1, for violating code section 15-11-2 (12) which includes truancy (habitually absent from school without cause) and/or deprivation (education). Parents may be subpoenaed to appear before the Butts County Attendance Task Force (ATF) to address attendance concerns.

School will notify parent and student when the student has only 3 absences remaining (after 7 unexcused days missed) before violating the state's attendance requirements regarding the denial of driver's permits and licenses.

After 10 Unexcused Days

A letter will be mailed to parents.

Tardies/Early Checkouts

Documentation will be required to excuse an early dismissal or tardy arrival. Early dismissal ends at 2:15. If a student is tardy or checked out an excessive number of times, a referral may be made to the System School Social

Worker. Legal Reference:

O.C.G.A. 20-02-0690.2 Establishment of Student Attendance Protocol Committee

O.C.G.A. 20-02-0691 Minimum Annual Attendance Required

O.C.G.A. 20-02-0696 Duties of Visiting Teachers and Attendance Officers

O.C.G.A. 20-02-0692.1 Excused Absence: Military Parent on Leave

O.C.G.A. 20-02-0692.2 Foster care student attending court proceedings related to that student's foster care to be credited as present at school

O.C.G.A. 21-02-0092 Student Teen Election Participant (STEP) program

O.C.G.A. 20-17-0002 Interstate Compact on Educational Opportunity for Military Children

O.C.G.A. 20-02-0690.1 Mandatory education for children between 6 and 16

O.C.G.A. 20-02-0692 General Assembly pages granted excused absences

O.C.G.A. 20-02-0701 Mandatory reporting of truants to juvenile or other courts

O.C.G.A. 40-05-0022 Requirements for licensure; school attendance requirements

Rule 160-5-1-.10 Student Attendance

Hospital Homebound Services

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance. Contact the school principal and/or district social worker for more information.

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS
OF RIGHTS UNDER
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review, within 45 days of a request, 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. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

(2) The right to 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. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district’s control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

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

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

[Note: The board may, but does not have to, include all the information listed below. Information listed must be consistent with those items designated in board policy].

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

School Health Guidelines SY 2019-2020

• Medication Use:

1. The providing of medical care to students is the responsibility of the parent. Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines should apply:

2. Each school year, an *Authorization for the Administration of Medications by School Personnel* should be signed by the parent and filed in the school office. A new medication form must be completed for each medication or for changes in medication. Medications taken twice daily or given in the morning are to be administered at home. Medications that are to be taken three times daily can also be taken at home, unless the medication needs to be taken with a meal.
3. Medications brought to school in unlabelled bottles, plastic bags; aluminum foil, etc. will not be administered. Students are not allowed to keep medication in their possession at school (except as stated below with asthma inhalers, epipens and diabetic supplies). Violations of these guidelines may be subject to disciplinary actions.
4. Narcotic or sedative medications will not be administered at school. The student should remain at home until they no longer require this type of medication. (i.e. Tylenol with codeine, Lortab, Xanax, Valium).
5. All medications administered at school must be FDA approved for the usage (diagnosis) and route specified by the physician.
6. Overnight field trips will require a special form, *Overnight Medication Form*. Controlled substances will require signature(s) of both the parent and the physician. Over the counter medications will require only the parent permission. All medications should be delivered by the parent to the school personnel in charge of the trip at time of departure. School personnel will oversee the administration of all medications and provide documentation on the form. Upon return from the trip, the medications will be returned to the parent by the school personnel. All completed forms will be submitted to the school clinic upon return.
7. School-day field trips will require a special form, *Field Trip Medication Form*. The clinic personnel will complete the top part of the form, prepare an envelope for the student containing the dose(s) required for one day, and have the teacher come to the clinic to receive and sign for the medication. The detailed procedures are listed on the Field Trip Medication administration procedures. Emergency medications (rescue inhalers/nebulizers and Epipens) will be sent with the teacher and returned to the clinic at the conclusion of the field trip. If a student has a current *Allergic Reaction health plan* ordering an Epipen and/or emergency asthma medication form on file at school, they will be required to have their emergency medication on the field trip to prevent any issues. If the medication is not provided by the parent for the field trip, the student may not be allowed to attend the field trip. Advance notice will be given to the parent at least two weeks prior to the field trip (or as soon as the clinic is aware of the trip).

A. Prescription Medications:

1. The physician must complete a medication form for **long term medications** (medications given for more than two weeks) and the form should also be signed by the parent. With parental consent, the medication can begin to be administered immediately; however, the form from the physician must be received during this two-week period or the school cannot continue to administer the medication. Medications must be brought to the school by the parent. Prescription medications **cannot** be transported on a school bus.
2. All refills brought to the school must be in a newly labeled bottle for the school to retain for medication administration. Medications cannot be poured into an old bottle by the parent or school personnel. The Pharmacy will provide 2 bottles upon request, one for home and one for school. Parents are encouraged to bring enough medication needed until the next refill is due (usually a month) and take into consideration holidays and weekends so that there is enough medication retained for home use. The school discourages the practice of signing out medication to the parent/guardian once it has been signed in.
3. Short term prescription medications (Example: antibiotics) must be brought to the school office by a parent and the parent must complete the authorization form.
4. All prescription medication must be in an original container (with pharmacy label) and include the student's name, date, current dosage, directions, duration, and medication name. Any changes in the dosage or new written orders by the prescribing physician may be mailed, faxed or brought to school by the parent.
5. Any changes in dosage or new written orders by the prescribing physician may be mailed, faxed or brought to the school by the parent.
6. All medications should be counted by a designated school representative and the parent and documented on the Count Sheet and documented on the appropriate form (*Short Term Form or Long Term Form*).
7. Asthma inhalers, Epipens and diabetes management require a specific form (*Diabetic Management Plan, Allergic Reaction Emergency Health Care Plan, Permission to Carry Epipen, and/or Asthma Emergency Medication Authorization*) to have these medications/supplies at school. If the medical provider deems it necessary for the student to have these medications and/or diabetic supplies with the student instead of in the clinic or with an adult, it must be denoted as such from the provider on these forms.
8. Epipens may be administered by any trained employee to a student if there is a perceived or actual severe allergic reaction regardless if there is a prescription for the medication on file. 911 must be called anytime an Epipen is administered.

9. Levalbuterol or albuterol sulfate may be administered by any trained employee to a student if there is a perceived or actual respiratory distress requiring the medication regardless if there is a prescription on file.

B. Nonprescription Medications (Over-The-Counter--OTC):

1. Tylenol, Pepto-Bismol, Tums, etc. **will not** be provided by any school personnel.
2. OTC medications will be given on a short-term basis only (two weeks or less). Medication must be brought to the school office by the parent. Students are discouraged from bringing medications on a school bus.
3. OTC medications must be in the **original** container and the parents must sign the Short-term medication form. OTC medications must be given in accordance with the labeled directions (i.e. age, weight, dosage requirements) unless a physician provides orders to administer differently. If the duration is longer than recommended on the label, the parent must provide the school with a letter of medical necessity/orders from the student's physician.
4. Medications should be counted by designated school representative and the parent and documented on the *Short Term Medication Form* and doses given should be documented on the corresponding form.
5. Students are allowed to transport and possess cough drops and eye rewetting drops for use during the school day.

(Legal Reference: O.C.G.A., 16-13-73; 16-13-75; 26-3-8; GA Practical Nurses Practice Act, 43-26-32.)

● Head Lice

1. Infested children will be sent home with a letter to parents regarding recommendation for treatment, disinfecting the home, and procedures for readmission to school. Our local protocol requires that children be nit-free. Only one day will be counted as an excused absence, all other days will be marked as unexcused as per our Attendance Guidelines. Children cannot return to school until treatment has been completed and a letter of clearance from the Butts County Health Department is provided to the school.
2. All siblings, of a confirmed case, will be checked if they attend a Butts County School.
3. School Nurse or Clinic Worker will be trained in head lice detection. In the event that the nurse or clinic workers are not in the school building, there will be a backup person trained. The backup person will send students home only if they detect live bugs in the student's head. If there are no live bugs, the student will be checked the next day by the nurse or clinic worker.
4. If there are 3 confirmed cases within a 2-week time period from the same class, the entire class may be checked. Principal has discretion on checking any classroom for possible infestation.
5. School System will follow the recommendations of the Georgia Head Lice Manual in regards to classroom treatments.
6. If a parent reports head lice to the classroom teacher or the front office, it should be reported to the clinic personnel and/or school nurse so appropriate action can be taken.

● Illnesses

1. Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. Parents will be notified immediately of anything requiring more serious attention. You will be required to pick up your child when he/she has a serious illness or fever greater than 100 degrees. You may also be required to pick up your child with following issues (as deemed necessary by clinic staff): vomiting, diarrhea, unusual/unexplainable rash, red/itchy draining eye, etc. Children should not return to school until they have been without fever, vomiting, or diarrhea for 24 hours. This may be enforced if there is a suspected contagious illness and deemed appropriate by clinic staff.
2. If a student has painful urination, blood in their urine, or pain in their private areas, the school will contact you. You may be requested to take your child to the doctor for an evaluation. This complaint can be from many sources; therefore, you will want to work with your school nurse and physician and provide to the school nurse information regarding the diagnosis.

● Chronic Conditions

1. When a student has a chronic medical condition that needs managing by the school staff, health plans and/or physician's orders will be required for any student that needs an Epipen for severe allergies, Type I Diabetes, Seizure Disorder (Epilepsy), Special Procedures (i.e. trach care, urinary catherizations, suctioning, GT feedings), etc. These will be required for attendance and must be updated each school year. The school nurses may deem additional health conditions or situations not listed that may need a plan based on individual students.
2. All supplies and medications needed for the school to perform special procedures and take care of students with chronic conditions must be available at school every day or the student may not be allowed to attend.

● Food Allergies

1. Every effort will be made to protect your child from receiving food allergies that either you or your child's physician report to the school. For the cafeteria to make a substitution for a food allergy, there must be an up to date physician signed document on file at the school stating the child's allergy. Any other parent reported food allergies will be reported to the cafeteria but no substitutions can be made.
2. At the elementary schools, we will also provide a visible lanyard, with your permission, listing the food allergies for your child to wear to the cafeteria so that the adults in the cafeteria have a quick, visual reference for his/her food allergies and can better protect your child.

● **Clearance to Return to School**

1. There are several situations where a clearance note will be required for your child to return to school. These are but not limited to: Returning from surgery or overnight hospitalization (need clearance and any limitations), clearance from head lice (see #2), clearance after being sent home for a suspicious rash or skin condition, clearance for pain in privates, blood or burning of urine.

In the event of a life-threatening situation or critical injury, the school will make every effort to contact the parent/guardian and take appropriate emergency medical action. Should this need arise, the parent/guardian will be financially responsible for medical care/treatment and ambulance transportation. Our School Nurses follow the guidelines suggested by the School Health Resource Manual developed in combination by the Department of Education and Children’s Healthcare of Atlanta.

SCHOOL NUTRITION PROGRAM

We welcome your child to the School Nutrition Program in the Butts County School System. The food service program is a self-sustaining program, which operates from monies received through payments for meals and reimbursements from federal and state programs. Meal choices are offered daily at each school. Current monthly menus are posted at each school as well as on the school system’s website.

MEAL PRICES

BREAKFAST PRICES (Prices are subject to change)

There is no charge for 1st breakfast for students 2nd breakfast is \$1.50.

Adult \$1.75 per day

All students who qualify for free/reduced lunch automatically qualify for free/reduced breakfast.

LUNCH PRICES (Prices are subject to change)

Child lunch \$0.00 per day (Each Child receives 1 lunch at no cost per day)

Full Price \$3.50 per day (extra lunch)

Extra Sides \$1.25 per side

Adult \$3.75 per day

Parents/guardians are encouraged to prepay for meals either on a weekly or monthly basis.

Other items include Extra Milk @ \$.50. Additional pricing of a-la-carte items is posted in the school cafeteria.

PRE—PAY FOR YOUR CONVENIENCE

- Paying with cash – put your payment in a sealed envelope on which you’ve written your child’s name and teacher’s name.
- Paying by check – write the child’s name and teacher’s name on the check.
- Paying for more than one student at the same school – please write each student’s name, number, and his/her teacher’s name and the amount of money you are paying for each child on the check or envelope.

Please check on a regular basis to be sure your student has adequate money in his/her school meal account, especially if you allow your student to use money from their meal account to buy extras in the school cafeteria. If your child

charges meals up to the approved limit, he/she will receive a nourishing, alternate meal and will not be allowed to purchase extra foods until charges are paid.

MEAL CHARGES

Students will be allowed to charge school meals up to the approved limit of three (3) times (breakfast and lunch). Students are given a charge slip to take home for each meal they charge. Meal account notification letters are sent home with students at a minimum of one per week; this letter will include accounts with \$2.00 or less to aid in the notification of low balance amounts or money being needed soon. If three (3) charges have occurred, an alternative meal will be served (e.g. peanut butter and jelly sandwich with milk for lunch; toast and juice for breakfast). Students will not be allowed to charge extra milk or any type of a-la-carte item. Students may not charge a meal and then purchase an ice cream. The school nutrition manager can give parents student meal history and account information through email attachment, phone call, or letter sent home with the student.

Children of parents who owe lunch money will not be able to participate in Field Day.

NSF CHECKS

In the event the cafeteria receives a returned check due to Non-Sufficient Funds (NSF) or a closed checking account, a \$20 processing fee may be levied to cover costs for the returned check. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

ICE CREAM: Students may purchase ice cream for \$1.00, Monday through Friday of each week.

PARENTS HAVING LUNCH WITH STUDENTS

It is important that all guests send a note to make lunch reservations at least one day in advance. **Your child's guest must be on the student information sheet located in the front office if they are to eat lunch with your child.** This ensures that enough food is prepared for all students, staff and guests. Parents must register at the front office before going to the lunchroom. It is important that parents meet and leave children in the lunchroom area so class time will not be interrupted. During lunch, students are not allowed to talk when the music is playing. Parents, our students understand this rule and usually stop talking when the music starts. They will continue their conversations with you when the music stops. **Parents can only eat with their child.**

Outside breakfast and lunch food will not be delivered to students by the front office staff. Parents or visitors can only bring outside food if they are staying here to have breakfast or lunch with the student.

PARENT TEACHER ORGANIZATION (PTO)

We are proud to have an active PTO at Jackson Elementary School. This organization is instrumental in increasing communication between home and school. PTO offers assistance for special school needs, a parent volunteer program, and activities for the students. We encourage parents and family members to support our PTO. Annual dues are \$5.00. For membership information, contact the school office at 770-775-9480.

BUTTS COUNTY SCHOOLS DRESS CODE (PreK-5)

Jackson Elementary School Supports the Butts County Board of Education Dress Code Policy

- Students should come to school neat and well groomed.
- Students must wear shoes to school (skate-shoes, flip flops and house slippers are not allowed).
- Tennis shoes are required for participation in P.E.
- Clothing should be neat, clean, and worn properly.
- Last names and first initials must be placed on all jackets, bookbags, and lunch boxes.
- Pants, skirts, skorts, and shorts shall be worn at the waist and the length should be below the student's fingertips.
- Clothing should not be too tight, too loose, too short, or too long, and should not have inappropriate writing or pictures.
- Leggings, jeggings and tight fitting pants must be worn with a shirt long enough to cover a student's bottom
- Students will not be permitted to wear sleeveless shirts.
- No rolling bags allowed on campus.
- Extreme hairstyles and unnatural colors that, in the opinion of the principal or the principal's designee, would interfere with learning or be a health or safety hazard are not permitted.
- Wearing any clothing, jewelry or other item symbolizing gang affiliation is prohibited.
- If students wear inappropriate clothes to school, as determined by the principal or the principal's designee, parents will be called to bring other clothes for their child to wear.
- Students will be sent to in-school suspension until the situation is resolved.

STUDENT DRESS CODE COMPLIANCE PreK-12

Building level principals have the responsibility and authority to enforce the student dress code. Dress code will be specified in the student handbook and annually reviewed with staff, students, and parents. The handbook shall additionally specify disciplinary action to be taken for students who fail to comply with the required dress codes.

It is not the desire of the school system to exclude students from the educational setting because of dress code violations. However, the school board and administration believes that a reasonable expectation for student dress should be established and followed by all. As a result, students shall be subject to a progressive set of disciplinary actions that include, but are not limited to, the following:

- Verbal warning to the student of dress code violation;
- Notice to parents of continued violations;
- Assignment to in-school suspension for repeated violations;
- Required meeting between student, staff, and parents;
- Suspension from school for chronic violations

Each teacher will be responsible for checking students with this code and initiating the progressive disciplinary actions for violations, following school disciplinary procedures.

DISCIPLINARY POLICIES AND PROCEDURES/SEARCH AND SEIZURE

The JES faculty and staff believe that all students have the right to learn. In order for students to accomplish this goal, each student must be in a safe, secure school climate. Therefore, an age appropriate discipline plan has been established to help children learn and acquire the necessary social skills to become respectful, responsible students and citizens. To protect our students' safety and ensure that our students are following the BCSS Student Conduct Code,

bookbags are subject to searches by JES staff for any lawful reason. Parental involvement will be emphasized at the classroom and the administrative level. It is essential, especially with younger children, that effective two-way communication is maintained between the home and school so that parents and teachers may work *cooperatively* toward the academic and social progress of the child. This student agenda has been provided as a means of communication between home and school.

BUS RULES AND PENALTIES

Bus transportation is provided as a privilege to all students who attend school in Butts County. The school bus is an extension of the classroom. All students who ride the bus must display proper behavior. The same rules that apply on campus also apply on the school bus.

The Butts County School System has adopted the following safety rules and regulations to assist students in understanding their responsibilities while riding school buses. These rules will help to ensure safe and proper travel. Failure to observe proper behavior and/or safety rules can result in loss of bus privileges.

BUTTS COUNTY BUS CODE OF CONDUCT

1. Students are expected to follow the directions of the adult supervision on the bus at all times.
2. Students will help the bus driver keep their school bus clean and in good, safe condition at all times.
3. Students will refrain from bullying and teasing and will not use profanity or make obscene gestures.
4. Students are expected to observe the school dress code while on the bus.
5. Students will safely wait for, board, and exit the bus at their assigned stop.
6. Students are expected to keep all body parts to themselves, away from windows, and confined to their assigned seat at all times with their backs to the back of the seat, bottoms on the bottom, and carry items (book bags) in their laps. Pencils and pens will be put away while the bus is moving.
7. Students are not allowed to put head, hands, or objects outside the bus window.
****Cell phones, pagers, electronic games, and music players may be used as long as they do not create a distraction.***
8. Students will not chew, eat, or drink on the bus; or bring tobacco products, drugs, or weapons on the bus.
9. Students are expected to observe silence at railroad crossings; they may talk quietly at other times.
10. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.
11. A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. If any student is found guilty of committing the offense of bullying three times in a given school year, such may be assigned to alternative school and include Butts County Bullying policy guideline.

ASSAULT, BATTERY, PHYSICAL VIOLENCE, AND DISRESPECTFUL CONDUCT

No student shall exhibit disrespectful conduct toward or verbally or physically assault or batter another student, any teacher, other school administrators/officials, bus drivers, other employees, or any other person on school property while on the school bus, or while attending school-related functions (O.C.G.A. § 2-2-751.5, 20-2-753).

Physical violence is defined as

1. Intentionally making physical contact of an insulting or provoking nature
2. Making physical contact, which causes physical harm to another unless such physical contact or harm is in self-defense based on O.C.G.A § 16-3-21. (O.C.G.A. § 20-2-751.6)

Typically, there are five levels of disruptive behavior described in the discipline chart. Each level has its own set of consequences determined by the administrator based on the severity and frequency of the incidents. Shown in the chart are the various levels of infractions as well as the range of consequences that may be used at each level.

Butts County Schools will provide support processes designed to help students address behavioral problems. These support services may be available through the school, the school system, community organizations, or other public entities.

O.C.G.A. § 20-2-735(a) – No later than July 1, 2000, each local board of education shall adopt policies designed to improve the student learning environment by improving student behavior and discipline. These policies shall provide for the development of age-appropriate **student codes of conduct** containing standards of behavior, a student support process, a progressive discipline process, and a parental involvement process.

O.C.G.A. § 20-2-735(e)- The **student code of conduct** developed pursuant to this 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. It shall be unlawful for any person to carry, or to possess or have under control, any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

O.C.G.A. § 20-2-751.1- Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

The term “**weapon**” or hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non-lethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher. O.C.G.A.16-11-106. Punishment: A fine of not more than \$10,000; *State Law requires that proper law enforcement agencies be contacted. Imprisonment for not less than two, nor more than ten years, or both. A juvenile who violates this shall be subject to the provision of cases of weapons matching the above criteria.

STUDENT CODE OF CONDUCT

This code of conduct addresses the most commonly violated school regulations. No discipline plan can be totally comprehensive of all possible discipline situations. Therefore, it is possible for a student to engage in an unacceptable behavior that lies outside those mentioned in the code. In those cases, appropriate consequences will be determined in a fair and consistent manner by the local administrator on the basis of what is best for the school, teachers, and students. School administrators are authorized by the Board of Education (Policy JCDA) to take disciplinary action for student conduct, which has or may have a direct influence on the school discipline, the education function of the school, or the welfare of the students and staff. This authorization extends to conduct which may occur: **a)** on school grounds; **b)** off the school grounds at a school function; **c)** en-route to and from school the school grounds at a school activity; and **d)** during off-campus, non-school related situations, at any time of the year. **SBOE Rule 160-4-8-.15** [JD] Student Discipline (2)(a)

LBOE policies must provide for the development of age appropriate **student codes of conduct that contain the following, at a minimum:**

1. Standards for student behavior during school hours, at school-related functions, on school buses, and at school bus stops designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools;
2. Verbal assault, including threatening violence, of teachers, administrators, and other school personnel;
3. Physical assault or battery of teachers, administrators or other school personnel;
4. Disrespectful conduct toward teachers, administrators, other school personnel, persons attending school related functions or other students, including use of vulgar or profane language;
5. Verbal assault of other students, including threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972;
6. Sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972 or physical assault or battery of other students.
7. Guidelines and consequences resulting from failure to comply with compulsory attendance as required under O.C.G.A § 20-2-690.1;
8. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school;
9. Inciting, advising, or counseling of others to engage in prohibited acts;
10. Marking, defacing or destroying school property or the property of another student;
11. Possession of a weapon, as provided for in O.C.G.A. § 16-11-127.1;
12. Unlawful use or possession of illegal drugs or alcohol;
13. Willful and persistent violation of student codes of conduct;
14. Bullying as defined in O.C.G.A. § 20-2-751.4;
15. Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process;
16. Each local board of education shall adopt policies, applicable to students in grades 6 through 12 that prohibit bullying of a student by another student and shall require such prohibition to be included in the student code of conduct in that school system. Local board policies shall require that, upon a finding that a student in grades 6 through 12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.
17. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services that may be available through the school, school system, other public entities, or community organizations that may help the student address behavioral problems; This rule neither mandates nor prohibits the use of student support teams as part of the student support process;
18. Progressive discipline processes designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be taken into account; and that all due process procedures required by federal and state law will be followed;
19. Parental involvement processes designed to create the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. Local boards of education shall provide opportunities for parental involvement in developing and updating student codes of conduct.
20. A statement that major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

O.C.G.A. §20-2-736- At the beginning of the school year, local boards shall provide for the distribution of student conduct codes developed pursuant to Code Section 20-2-735 to each student upon enrollment. Distribution to parents or guardians may be by ‘such means as may best accomplish such distribution....and are appropriate in light of the grade level of the student’, including to students and parents or guardians jointly. LBOEs “shall solicit or require the signatures or confirmation of receipt of students and parents.” A signature may be in writing, by email or fax, or other means designated by the board.

O.C.G.A. §15-11-37- Students committing a major offense not limited to drug and weapon offenses will be subject to a tribunal and/or placement in alternative school or dismissal from school. These offenses can lead to schools being named an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 and will be treated very seriously by the school and system administration.

CHRONIC DISCIPLINARY PROBLEM STUDENT ACT

Definition – “Chronic disciplinary problem student” means a student who exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her and which are likely to recur. A Discipline Task Force has been set up to help students and their families who are having a difficult time in school because of behavioral concerns. The Task Force will intervene with these students and parents and provide a workable plan for all parties involved (i.e. the student, parents, and school). The student and parents will be asked to take part in developing a plan, which will address the behavioral concerns (O.C.G.A. §20-2-65).

THREAT POLICY

Because of the instances of violence on school campuses around the nation, the Butts County BOE believes that it is important to take preventative measures to stop potentially violent situations before they occur. As a result, any student making statements of violent injury or death towards other students or school staff will be immediately suspended and referred for an independent clinical assessment by appropriately trained mental health professionals. The student will remain suspended until the assessment report clears the student for return to school. The overall purpose of this policy is to evaluate the seriousness of threats of violence.

INAPPROPRIATE BEHAVIOR POLICY O.C.G.A §20-2-751.7. (a)

The Professional Standards Commission shall establish a state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student, which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Information for reporting a complaint can be located at: www.gapsc.com.

SEXUAL HARASSMENT POLICY

No student shall harass other students or employees based on race, color, sex, national origin, religion, age, or disability. Harassment includes, but is not limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for a student or employee, or physical contact. Violations shall result in prompt and appropriate discipline, including suspension or expulsion of students. (JCAC) 15

COMPLAINTS OF DISCRIMINATION/HARASSMENT

The School District does not discriminate on the basis of race, color, religion, national origin, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above

should promptly contact the school to be directed to the appropriate department. Students may also report harassment or discrimination to their administrator or school counselor.

GEORGIA BULLYING LAW

(House Date Signed by Governor – May 6, 2015)

O.C.G.A. 20-2-751.4

As used in this code section, the term “bullying” means an act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system."

BULLYING/SCHOOL SAFE TIP LINE

We strive to make sure that JES is a safe school for all. Parents and students can contact any staff member so that we can support the needs of our students. The counselor is also able to provide a bullying support and prevention programs.

If you have information that needs to be shared with the proper authorities, text the information to the number below. You **DO NOT** need to include your name (678) 752-1528 or email to jessafetytpline@bcssk12.org

IFBGA USE OF ELECTRONIC COMMUNICATIONS

The Butts County Board of Education is committed to the development and establishment of a quality, equitable, and cost effective electronic communications system. The system’s sole purpose shall be for the advancement and promotion of learning and teaching.

Use of electronic communications is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The use of electronic communication must be in support of education and research and consistent with the educational objectives of the Butts County School System.

Students using electronic communications, including the Internet, shall comply with the administrative procedures established by the system. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity of students and staff. Staff and students must be advised that privacy in use of the Internet is not guaranteed. Transmission or receipt of any materials in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening material, or obscene or sexually explicit material. Use

for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited. Use of electronic communications by anyone other than students and staff is prohibited.

The Superintendent or designee (s) shall make all decisions regarding whether or not a user has violated the established procedures and may deny, revoke, or suspend access at any time. The Board makes no assurances of any kind, whether expressed or implied, regarding any electronic communication services provided, or the accuracy or quality of information or software obtained through electronic communications.

Neither the Board; nor individual schools within the system will be responsible for any damages the user suffers or any debts incurred. Use of any information obtained via electronic communications is at the student's or staff member's own risk. Violations: Failure to abide by Board policy and administrative regulations governing electronic communications may result in the suspension and/or revocation of system access. Additionally, student violations may result in disciplinary actions up to, and including, suspension and expulsion. Staff violations may result in disciplinary action up to, and including, dismissal. Fees or other charges may be imposed and criminal charges may be filed, as appropriate.

ADOPTED: 6/2/97. LEGAL REFERENCE: OCGA 20-2-167 (1995, 1994, 1992,1991,1990,1989, 1988, 1987, 1985)
REFERENCE: PeachNet Acceptable Use Policy (8/19/96) BOARD OF EDUCATION OF BUTTS COUNTY 0627z

JACKSON ELEMENTARY SCHOOL Title 1 Parent and Family Engagement Policy

Revised August 2017

Jackson Elementary School believes that our school belongs to the people of our community who created it by consent and taxation, and is only as strong as the informed and knowledgeable support of its citizens, school administration, faculty, and staff. This support is based upon their knowledge and understanding of, as well as their participation in, the development of the goals and objectives of the public schools, the district, and school-level involvement policy.

We, therefore, affirm and assure the right of parents of children participating in activities funded by Title I IASA, to opportunities (including but not limited to action teams, strategic planning committees, community meetings, parent workshops, surveys, and questionnaires) to collaboratively participate in:

- The design and implementation and evaluation of the Jackson Elementary School Plan including parental involvement activities as stipulated under section 1112 of the Act;
- The development and revision of parental involvement policy at the district and school level to ensure the implementation of activities that are beneficial to all parents as stipulated under section 1112 of the Act;
- The decisions regarding how funds from the minimum .01% reservation are allotted for parental involvement activities as mandated in section 1115 of the Act.

Jackson Elementary ensures that the expectations of parents set at the local school are clearly established and distributed to parents of participating students when they are enrolled in Title I funded activities. The Assistant Superintendent for Curriculum and Instruction assists in the coordination of, and provides technical assistance to each Title I eligible school as needed to ensure the effective planning and implementation of parental involvement activities.

Since Title I focuses on creating a greater capacity for parental involvement, Jackson Elementary will maintain the following principles that should build both school and parent capacity for parental involvement. Community

meetings, parent workshops, brochures, and other media or avenue of learning that is appropriate for the information to be conveyed will provide the training necessary to meet our goal of parental involvement.

1. Jackson Elementary School parental involvement programs assist participating parents in acquiring an understanding of the following to the extent applicable or feasible:

- National Education Goals;
- State Title I content standards and student performance standards: Butts County Schools: Title I LEA Plan;
- School improvement and corrective action process;
- Components of a school-wide program;
- State and local assessments;
- Requirements for Title I, Part A;
- Ways parents can monitor their children's progress and work with educators to improve the performance of their children;
- Ways parents can participate in decisions relating to the education of their children.

2. The District and Jackson Elementary parent involvement programs, to the extent feasible and applicable, provide materials and training such as (but not limited to) the coordination of literacy training from other sources to help parents work with their children to improve their children's achievement and direct training to help parents work with their children to improve their achievement and the areas outlined in the previous item. The Butts County School System Title I Program educates teachers, pupil service personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents and in ways to reach out to, communicate and work with parents as equal partners, implement and coordinate parent programs and build ties between home and school. Opportunities in this area will not be limited to local workshops but may include attendance to regional and state; parent conferences and other appropriate avenues of learning.

3. The Butts County School System Title I Program and Jackson Elementary School educate teachers, pupil service personnel, principals and other staff members, with the assistance of parents, in the value and utility of contributions of parents and in ways to reach out to, communicate and work with parents as equal partners, implement in this area will not be limited to local workshops but may include attendance to regional and state parent conferences and other appropriate avenues of learning.

4. To the extent feasible, appropriate roles for community-based organizations and businesses in parent involvement are collaboratively developed with Jackson Elementary Partners in Education and School Council, to include (but not limited to) the provision of opportunities for organizations and businesses to work with parents and schools and encourage the formation of partnerships between Jackson Elementary and local businesses that include a role for parents and other opportunities such as life skills training, family crisis intervention, and community education opportunities.

5. Jackson Elementary, to the extent appropriate and feasible, promotes opportunities for parents to learn about child development and child-rearing beginning at birth that are designed to help parents to become full partners in the education of their children.

6. The development of training activities for teachers, principals and other educators may involve Title I parents when feasible to improve the instruction and services to Title I students.

7. Meetings involving parents will be arranged at a variety of times, such as mornings and evenings, to maximize opportunities for parents to participate in school-related activities.

8. Teachers and other educators who work directly with participating children may arrange in-home conferences where appropriate and feasible, with parents who are unable to attend conferences scheduled at school.

9. Jackson Elementary will provide other reasonable, appropriate, and feasible support for parental involvement activities, if parents request it.

Jackson Elementary School uses the following methods to provide parents with timely information about Title I programs and the academic progress of the students. Information about the school and parent programs, meetings, and other activities are sent to parents in a format they can understand.

- Agendas: Each student in grades K-5 receives an agenda to help parents know when assignments are due. The agenda provides teachers and parents with a means of daily communication concerning academic and behavior issues.
- Parent -Teacher Conferences: These meetings provide parents with information about the academic assessments used and the proficiency level of their children.
- Crisis Communication System: This electronic calling system enables the school to send important telephone messages to parents regarding scheduled events, meetings, and fundraisers.
- Showcase Night: This event is held during the first month of school and allows parents the opportunity to participate in an open question/answer forum with the child's teacher to gain information regarding instruction, student assessment, and rules and expectations.
- Regular progress monitoring reports: These data are communicated to the parents several times a month through personal or telephone contact. Student work samples are sent home weekly for parent review. Internet resources are provided to support student achievement.
- Positive Phone Calls: Teachers telephone parents regularly to offer positive comments regarding student work and behavior.
- Email: All parents are offered the opportunity to communicate via email with administrators and teachers.
- Website: The school maintains a website that is updated at least monthly to include special announcements and important information. Student achievement is highlighted on the site.
- School Council: The School Council serves as a liaison for all parents. The council holds six meetings during the school year and participates in decision-making and policy review.
- PTO: The Parent Teacher Organization holds six meetings per year and serves as a vehicle to highlight students and communicate important information to parents.
- Liaisons: The JES Family Liaison will bring information and resources to parents and to intervene to seek solutions for families in need.
- School Counselor: The school counselor provides community resources for parents and makes referrals for community-based services as needed.

The Parent Involvement Policy of Jackson Elementary School is evaluated annually as to the effectiveness in increasing parent participation and identifying barriers to parent participation such as low income, disabilities, limited literacy, language or other cultural or ethnic considerations. These findings are used to design strategies for school improvements or to redesign the parent policies. All non-satisfactory parent comments regarding this parent involvement and system plan are collected and included with the plan and kept on file at the Butts County School System office.

Butts County Schools

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parents;
 2. Mental or psychological problems of the student² or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisal of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or screening permitted, or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Butts County Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Butts County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Butts County Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Butts County Schools will make this notification to parents at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of any personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Butts County Schools
**Protection of Pupil Rights Amendment Notice
and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Butts County Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“provided information surveys”):

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

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

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Butts County Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide parents an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or and emancipated minor under State law.)

Date: On or about January 15, 2020
Grades: Three through Twelve
Activity: Survey Administration for The Georgia Student Health Survey 2.0
Summary: The GSHS 2.0 for middle and high school students covers various topics such as school climate and safety, graduation, school dropouts, alcohol and drug use, bullying and harassment, suicide, nutrition, and sedentary behaviors. The GSHS 2.0 for elementary students includes school safety and school climate questions only.
Opt-out: Contact **your child’s principal** in writing no later than **September 1, 2019** if you do not want your child to participate in this survey.

Student Health Surveys

On or about January 20, 2020, Jackson Elementary School students will have the opportunity to take the Georgia Student Health Survey 2.0

The GSHS 2.0 is an anonymous, statewide survey instrument developed by many divisions within the GaDOE including the Assessment and Accountability Division and in collaboration with the Georgia Department of Public Health and Georgia State University. The GSHS 2.0 identifies safety and health issues that have a negative impact on student achievement and school climate.

The survey questions for middle and high school students covers various topics such as school climate and safety, graduation, school dropouts, alcohol and drug use, bullying and harassment, suicide, nutrition, and sedentary behaviors. However, the survey for elementary students includes school safety and school climate questions only.

You may review each of the surveys by typing the link below into the address bar of your internet browser. A link to each survey is provided under the heading “Related Documents” on the right side of the screen.

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/GSHS-II/Pages/Georgia-Student-Health-Survey-II.aspx>

All student survey data is anonymous and self-reported. Survey results are available at the school, district and state levels. Survey results (grades 6 -12) are made public and are posted on the GaDOE webpage. School districts receive a comprehensive report that allows school staff to compare outcomes and plan accordingly. School administrators may compare the data from their schools and school districts to other schools and school districts as well as state data and with national data from the Youth Risk Behavior Survey (YRBS).

Please let us know if you have further questions. Additionally, you may contact our principal, barlows@bcssk12.org , in writing if you do not want your child to participate in this survey.

Permission to access school-based, Internet-Capable Technology

The signature of a parent/guardian on the next page gives your child permission to access school-based, Internet-capable technology at school. Also, you have read the Butts County School System’s Acceptable Use Policy and are aware of the school’s and district’s initiatives to maintain a cyber-safety learning environment, including your child’s responsibilities. If you do NOT wish for your child to have Internet access while at school, please complete the BCSS Exemption Form found at : <https://tinyurl.com/y6pyh2q4>. This form should be returned to your child’s school principal.

PLEASE SIGN THIS PAGE IN EACH BOX AS INDICATED FOR SCHOOL YEAR 2019-2020

*an electronic version of the agenda is located on the school website: <http://jes.butts.k12.ga.us/>

We need your permission for two special parts of the school program. If you are willing for your child to take part in these activities, please sign the form below and return it to the school tomorrow.

Photographs and Publications

I grant permission for my child, _____, to be photographed during school related activities. I understand that these pictures may be published in the newspaper, the yearbook, scrapbooks, bulletin boards, our closed-circuit news program, and the JES website.

Parent's Signature: _____ Date: _____

Clubs and Organizations

School Clubs/Organizations

I grant permission for my child, _____ to participate in clubs and organizations at Jackson Elementary School for 2018-2019 school year.

Parent's Signature: _____ Date: _____

Parent Signature _____ Date _____

Computer and Internet Usage

I grant permission for my child, _____, to use the computer equipment provided by Butts County Public Schools and to access the Internet for research purposes and other academic activities.

Parent's Signature: _____ Date _____

Student Agenda

I have read and understand the handbook. I am willing to ensure that my child will follow all school policies and discipline procedures of Jackson Elementary School.

Child's Name: _____

Parent's Signature: _____