Copies of both the JCMS and JCSS Handbooks are available on the district and school websites. Hard copies are available upon request.
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Principal's Welcome Message

Dear JCMS Families,

On behalf of the staff at Jasper County Middle School, I am happy to welcome you to the 2018 - 2019 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our students need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities.

JCMS students have much to celebrate as we begin this new school year. Our scores from the spring state exams demonstrated that our middle school Canes experienced achievement gains which surpassed the regional and state averages in several academic areas! Our teachers will continue to focus on our target goals of increasing student achievement in the areas of literacy, math and attendance; the driving force of this will be grounded in STEAM education (Science, Technology, Engineering, Arts, and Mathematics) which encourages students to have hands on learning experiences in these core subjects. All students should be able to experience levels of success through a variety of activities, experiments, and classroom instruction designed to keep them focused and excited about learning. Our campus facility and gym have undergone several major improvements that everyone will enjoy and with which we are certain will be pleased.

The School Governance Team (SGT), which plays an integral part in our school’s goal setting and improvement strategy development, holds regular meetings which are open to the public and all stakeholders are welcome to attend. Parents are also encouraged to become active participants in our Parent Engagement activities which are held during the school year.

To help you stay better connected with what is happening at JCMS, we now have a hashtag linked to the JCCS Facebook page. When you enter our hashtag in the search bar, Facebook pulls up all the posts with that tag. This will help you see everything related to our school without having to scroll through the whole newsfeed. JCMS - #jcmsmiddlecanes

We begin this school year with a pledge to you, our students and parents, that this will be a year of engaging, meaningful and rigorous work in our classrooms, combined with a wide-range of extracurricular clubs and activities, performing arts, and athletic teams certain to ensure that our Canes are high achievers!!

Sincerely,

Cheryl H. Marrett, Principal
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Map of Jasper County Middle School
SCHOOL HOURS
School begins at 8:05 am and ends at 3:25 pm. Supervision will be provided from 7:30 am until 3:45 pm. Please make the necessary arrangements to adhere to this schedule; if you know you are running late for pick-up, please notify the school immediately. We must ensure the safety and security of our students. Students with pickups after 3:45 pm will require that parents sign the last pick up log. After 3 late pickups, a parent conference will be required.

Morning Announcements - 8:00 am

NOTE: Students are considered tardy after 8:06 am.

Breakfast is served from 7:30 am - 7:55 am.
INTRODUCTION
Jasper County Middle School is an integral part of the Jasper County community itself, serving as the only public middle school within the county. Located at 1289 College Street in Monticello, GA, the school has served this community ever since it was built, when it existed as a part of the combination high-middle comprehensive school campus under the leadership of a single principal. Today, the school progresses towards its increasingly pivotal placement within the Jasper County Charter Schools System, focusing as it does in empowering Jasper County’s adolescent citizens towards active engagement in local, state, national, and global engagement, under the leadership of Mrs. Cheryl Marrett and Mrs. Dionka Jackson, serving as principal and assistant principal, respectively.

JASPER COUNTY CHARTER SCHOOLS
As of 2018-2019 SY, we will be in our third year of as the Jasper County Charter System. Status as a charter system involves a five-year contract between the Georgia Department of Education and the school district that grants the local board of education “flexibility to innovate and waive certain regulations in exchange for increased accountability and improved student performance”.

Mission: The Jasper County Charter System will provide superior and innovative learning experiences to prepare every student for life beyond school.

Vision: The vision of the Jasper County Charter System is to provide dedicated staff and supportive learning environments to inspire and motivate every student to achieve individual success.
The following sections outline opportunities and expectations of students attending Jasper County Middle School.

ACADEMIC CLASSES
The middle school basic curriculum consists of reading, language arts, mathematics, science, and social studies. Jasper County Middle School (JCMS) focus will be to continually improve students’ reading and math literacy skills. JCMS will comply with the implementation of the Georgia Standards of Excellence (GSE). These standards can be accessed on the Georgia Department of Education website, https://www.georgiastandards.org/Georgia-Standards/Pages/default.aspx.

Each teacher will post a syllabus on his or her school website that will outline concepts and skills to be studied for the school year.

ACADEMIC HONESTY
JCMS’s tradition of excellence requires an academic environment that is free from all forms of academic dishonesty. Students must meet academic challenges with honest, individual effort. Students earn respect for themselves and their academic work by demonstrating integrity it its completion and ethical conduct concerning their own and others' work. In all work submitted for academic credit, students are expected to represent themselves honestly. No form of student work is exempt from this policy. Cheating (getting or giving unauthorized help on an assignment, quiz, or test) and plagiarism (submitting work as your own that is someone else's) are forms of academic misconduct with expected disciplinary consequences depending on the severity of the incident.

ACADEMIES
The goal of Academies is to introduce students to a variety of Problem Based STEAM activities along with offerings of remediation and/or acceleration for student achievement. Academies are restructured every quarter.

ALTERNATIVE CLASSROOM LEARNING ENVIRONMENT – A.L.E
Students may be assigned to the Alternative Learning Environment Classroom for the following reasons: as a time out for minor classroom disruption, In-School Suspension, or as alternate learning environment if a tribunal recommends an alternative learning setting is needed. “Time Out”, is a positive behavior management system where students are removed from the classroom setting (for short periods of time) for behaviors that interfere with learning. Students are allowed to complete their classroom assignments and return at the end of the class period.

When a student is referred six times, additional consequences are assigned at administrator’s discretion. Teachers are required to make “parent contact” every time a referral is made to help curtail future classroom disruptions and allow parents the opportunity to assist in resolving classroom conflicts and disruptions.

Students assigned to an alternative learning environment will receive their instruction through a computerized curriculum, Edgenuity, which provides engaging online and blended learning.
assignments that promotes success and meets individual academic goals. Each course is aligned to the rigor and high expectations of the Georgia Standards of Excellence. Students are enrolled in grades 6 – 8 curriculum classes.

**Progressive Discipline Model for A.L.E. Classroom**

- Student is assigned by a teacher to ALE for the remainder of that class period.
- Parent is notified.
- Upon the 5th time out, parent conference required.
- Upon the 6th referral to ALE, a Discipline Referral is generated for review by administration.
- Parent conference is required.
- Student continues to be disruptive becomes an office referral.

**ATHLETICS**

Please refer to pages 36 and 37 for detailed information regarding the Athletics Program at JCMS and the Contact Information regarding all sports offered.

**ATTENDANCE**

**POINTS OF REFERENCE**

O.C.G.A. 20-2-690.1. Mandatory education for children between the ages of six and 16. O.C.G.A. 20-2-690.2. The Chief Judge of the superior court for each county shall establish a student attendance protocol committee for its county. The purpose of the committee shall be to reduce the number of unexcused absences from school and to increase the percentage of students present to take state-mandated tests. State Board of Education Rule 160-5-.10 governs student attendance.

**DEFINITIONS FOR ATTENDANCE PROTOCOL**

**Local Interagency Planning Team (LIPT):** A collaborative team of local service and support agencies who work with children and families. This team will convene to assess attendance referrals and develop recommendations to appropriately address the needs of the student and family to assist in improving the child’s attendance. The team shall also address possible consequences of failing to improve student attendance.

**Truant:** Any child who is subject to compulsory attendance who has five (5) or more unexcused absences during a calendar school year.

**Unexcused Absences:** Occur when the student fails to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences. The following, even with parental consent, are considered unexcused absences: Family vacation, truancies, working, missing the bus, oversleeping,
shopping, car not starting, getting senior pictures taken, keeping personal appointments, visiting out of town (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence). If there is a doubt about whether an absence will be considered excused or unexcused, check in advance with the building principal. Students may lose credit for missed work due to an unexcused absence and/or may be subject to disciplinary action (as determined by school principal and/or designee).

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

1. Personal illness or when attendance in school endangers a student’s health or the health of others.
2. A serious illness or death in a student’s immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent’s deployment or during the parent’s leave.
8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U. S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c) (19) tax exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student’s attendance record.
9. Other reasons “deemed by the local school board to have merit based on circumstances”. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused. School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy but shall be counted as unexcused for all other purposes. Students shall be counted present under the following circumstances: When they are serving as pages of the Georgia General Assembly. As a foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school. A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted present and given full credit for the school day in which he or she served as a volunteer poll worker, up to two school days per school year.

**LOCAL SCHOOL ACTIONS/NOTIFICATION OF ATTENDANCE REQUIREMENTS**

Schools will develop and implement active, positive student incentive programs to support and encourage good daily attendance. Attendance information will be posted on
the Jasper County Charter System district website. Throughout the school year, administrators, teachers, counselors, and paraprofessionals should use every opportunity to discuss good attendance when meeting with parents.

Before school begins for the year, teachers will be notified of students in their classes who had 15 or more unexcused absences the previous year, so they can provide positive encouragement to these students.

Schools will provide to the parent, guardian, or other person having control or charge of each student enrolled in the school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year OR within 30 days of a student’s enrollment in the school, the parent, guardian, or other person having control or charge of each student AND students ages 10 and older, shall sign a statement indicating receipt of such written statement of possible consequences for non-compliance to the school district’s attendance policy and the Jasper County Student Attendance Protocol. These notices will be included with the beginning of the year forms and in the student registration packet. Parents and students ages 10 and older are to review and sign the Parent Notice.

By September 1 of each school year, the Principal or his/her designee will send a letter to the parents/guardians of those students who had 15 or more unexcused absences during the previous school year. The letter should reference the importance of good attendance and offer support to the parents/guardian. The letter should also inform parents about the State Board of Education Attendance Rule, Jasper County Charter System Attendance Policy, and the Jasper County Student Attendance Protocol.

**LATE CHECK-INS (TARDY) AND EARLY CHECKOUTS**

**Late Check-Ins:** Occur when a student arrives late (tardy) for school/class. Classroom teachers must record and report any student who is late to school or class as tardy. A student who arrives late for school/class without a valid reason may receive NO credit for work missed and/or may be subject to disciplinary action (as determined by school principal and/or designee).

**Class Truancies:** Occur when a student is on school property but does not attend class; has any unexcused tardy to a regular class which exceeds five minutes; leaves the classroom without a signed teacher permission slip. A student who is truant may receive NO credit for work missed and/or may be subject to disciplinary action (as determined by school principal and/or designee).

**Early Checkouts:** Occur when a student is removed from class and leaves school with a parent or guardian prior to the official end of the school day. A student who leaves school early without a valid reason may receive NO credit for work missed and/or may be subject to disciplinary action (as determined by school principal and/or designee).
To be considered in attendance for a school day, the student must be present for at least one-half of the school day, excluding lunch period. Prior to the time the student is released from school, the parent or legal guardian must provide appropriate documentation (including the parent/guardian’s telephone number) showing the reason for an early checkout. The school principal and/or designee may contact the parent/guardian to verify the documentation. Students will NOT be allowed to checkout/leave school without approved documentation. **Any combination of FIVE (5) unexcused tardies, late check-ins, OR early checkouts: Will be considered as ONE (1) unexcused absence for the purpose of referring students to LIPT.**

**Perfect Attendance recognition:** WILL NOT be given if the student is absent for any reason OR has any combination of more than four (4) tardies or early checkouts.

**Referral to School Counselor:** Will occur when a student accumulates any combination of ten (10) unexcused Late Check-ins OR Class Truancies OR Early Checkouts (equal to two (2) unexcused absences).

**Referral to School Social Worker:** Will occur when a student accumulates any combination of twenty (20) unexcused Late Check-ins OR Class Truancies OR Early Checkouts (equal to four (4) unexcused absences).

**Referral to Jasper County Sheriff's Office:** Will occur when a student accumulates any combination of twenty-five (25) unexcused Late Check-ins OR Class Truancies OR Early Checkouts (equal to five (5) unexcused absences). Jasper County Sheriff’s Office will send a letter to parent advising them that their child is truant and informing them of the possible consequences for additional violations of the attendance protocol.

**Referral to LIPT:** Will occur when a student has accumulated more than twenty-five (25) unexcused Late Check-ins OR Class Truancies OR Early Checkouts and have been sent written notice from the Jasper County Sheriff’s Office. If the student continues to violate the attendance protocol, the LIPT shall refer to the appropriate authority by filing a complaint with the juvenile court and/or the Jasper County Sheriff’s Office.

**REQUIRED DOCUMENTATION FOR EXCUSING ABSENCES**

Parents may submit written documentation to excuse a school absence for any of the reasons listed in this document as an “Excused” absence for up to **five (5) school days per school year.** Parent notes submitted for reasons not included in the list of “Excused” absences will NOT be accepted. **WRITTEN DOCUMENTATION FOR ALL ABSENCES MUST**
BE SUBMITTED TO THE CHILD’S SCHOOL WITHIN TEN (10) SCHOOL DAYS AFTER THE
CHILD’S ABSENCE. LATE NOTES WILL NOT BE ACCEPTED.

Once the school has excused five school days based upon a parent note, documentation of
the child’s illness from a medical provider must be submitted for any additional absences
due to illness.

GRADES AND ABSENCES

Students may receive a zero on any graded class assignment for any unexcused absences
and may not be permitted to make up tests (as determined by school principal and/or
designee).
Suspension from school is considered an unexcused absence for academic purposes but
excused for attendance purposes. For purposes of awarding credit, all suspensions will
be excused. A student under suspension will be allowed to make up work.
A student’s final course grades shall not be penalized because of absences if the following
are met: Absences are justified and validated for excusable reasons. Make up work for an
excused absence is completed satisfactorily.

REQUIREMENTS FOR DRIVER’S LICENSE OR PERMIT (students 15 and older): TADRA

The Teenage and Adult Driver Responsibility Act applies to all minors who are at least 15 years of age
and under the age of 18. When such a minor submits an application for a Georgia driver’s license or
instruction permit, the applicant must present proof that he or she satisfies one of the following
conditions as specified in O.C.G.A. § 40-5-22 (a.1): (1) Is enrolled in and not under expulsion from a
public or private school; (2) Is enrolled in a home education program that satisfies the reporting
requirements of all state laws governing such program. (3) Has received a high school diploma, a
general educational development (GED) diploma, a special diploma, or a certificate of high school
completion; (4) Has terminated his or her secondary education and is enrolled in a postsecondary
school or is pursuing a general educational development (GED) diploma. Local school districts are
responsible for certifying that students enrolled in public schools within its district satisfy the
requirements in B. (1) above. They will do this by using the Certificate of School Enrollment form.
Jasper County School System’s Student Handbook identifies the procedure for students to
request this form from their school’s attendance clerk.

AWARDS

Students are encouraged to strive for academic excellence.
A student may earn Awards Recognition at the end of 1st semester and in May in academic
content/subject areas. Achievement in Connections Classes is awarded by the individual
teacher.
For specific recognition, the following honors are bestowed at the end of 1st semester, 2nd semester and Year Long:

- Principal’s List: All A’s
- Honor Roll: All A’s and B’s
- Perfect Attendance
- Certificate of Recognition – Teacher discretion with administration approval

**NOTE:** Perfect Attendance awards WILL NOT be given if the student is absent for any reason OR has any combination of more than four (4) tardies or early checkouts.

**BAND**
Any student wishing to enter or withdraw from band may do so only at the following times: at the beginning of the school year or at the end of the semester. All drop/add proposals must be submitted to the band teacher prior to the end of the semester and be approved by the principal or a designee.

**BOOK BAGS/OVER-SIZED PURSES**
Book bags, over-sized purses, satchels, string bags, etc. must be kept in lockers from 7:50 a.m. until the end of the day. Students are not permitted to go to their lockers unless it is a designated locker break or at teacher discretion.

**BOOKKEEPER**
There is a $25.00 charge on all returned checks to Jasper County Middle School. Once a check has been returned, parents will have to pay for all future transactions with cash and/or a money order.

**BREAKFAST**
Breakfast is served from 7:30 am - 7:55 am. Students will eat in the cafeteria from 7:20 - 7:40 am. After 7:45 am, student will participate in the “Grab and Go” breakfast.

**CAR RIDERS** Students should not be dropped off in the morning prior to 7:30 am. Car riders should be dropped off at the check-in/out office located at the GYM area. Students should report to the cafeteria for breakfast with dismissal to classes at 7:45 am. **NOTE:** Extra members of the school staff will assist with car rider procedures. **CAR RIDERS SHOULD BE PICKED UP NO LATER THAN 3:45 PM.**

**CHANGE of ADDRESS/TELEPHONE NUMBERS**
Parents should inform the school office immediately of any change in the student’s address, phone number, who to call in case of an emergency, or other information which the school should know about your child. We must be able to get in touch with you in the event your child has an accident or becomes ill at school. If you work outside the home, we need business
numbers where you can be reached. Please email Latoya Johnson at ltjohnson@jasper.k12.ga.us with updated information.

**CHANGE in TRANSPORTATION**
If a student is to ride home in any way other than the usual method, please send a **WRITTEN** note, dated and signed by the parent/guardian, on the day of the change so that the school will have a record of the change in the student’s regular schedule. The student should submit the transportation note to their homeroom teacher. The school will contact the parent to verify the transportation change. The student will receive a transportation change pass by 3:00 pm. Phone calls of transportation changes will only be permitted with extreme emergencies and must have an administrator’s permission for the transportation change.

NOTE: Failure to provide a written note for change in transportation will result in students being sent home on their regular mode transportation home.

**CHECK-IN and CHECK-OUT PROCEDURE**
When a student checks in or out of school, he/she must first report to the check-in/out office. During the school day, a student will be released from school only to a parent, legal guardian or other authorized person. If someone other than a parent or guardian is to check the student out of school, parents should notify the office in writing, by fax or by phone call of the specific details. **Note: Written notices should contain the parent’s or guardian’s signature and a contact number at which the parents or guardians can be reached for verification purposes.** A phone call to the parent or guardian verifying the note must be completed before the student is dismissed. If parents phone in changes, information will be passed to the student only if the parent is able to provide specific confidential information regarding the student to school personnel. Students who check out of school and return the same day must check back into school through the office with a parent or guardian and/or his or her designee. **Such persons should be properly identified with a picture I.D.** The parent or authorized person picking up the student must come inside the school and sign the checkout record. Students are considered absent if they are checked out prior to 11:30 a.m.

NOTE: There will be no student check-outs after 3:00 pm. **Parents may not park or pick up students at the Jasper County Board of Education Parking.** Parents will be asked to leave the parking and enter through the JCMS parking lot.

**CELL PHONES and/or ELECTRONIC DEVICES**
Cellular devices are intended to enhance the learning environment, not to disrupt it. The use of cellular phones or other communication devices during the school day is prohibited, unless permission is given by a teacher for instructional purposes. Students displaying or using their cellular devices for non-instructional purposes will be asked to put their device away. Failure or
refusal to follow this policy is considered as defiance, which is covered in the Code of Conduct, and may result in a discipline referral.

**CLUBS and ORGANIZATIONS at JCMS**

Clubs and activities are offered to all grade levels. Parents must provide transportation for their students on the days of club meetings.

- **4-H Club: Kasey Hall – County Extension Office**
  The mission of Georgia 4-H is to assist youth in acquiring knowledge, developing life skills and forming attitudes that will enable them to become self-directing, productive and contributing members of society. Activities may include county projects, fall festivals, and camps.

- **Band: Ray Buck**
  This organization is for 6th – 8th grade band students, by audition and/or invitation. These students rehearse and perform in concerts, community events, and other school events.

- **FBLA (Future Business Leaders of America): Mary Tumlin**
  This organization is for 6th – 8th grade students for the purpose of learning how to become business leaders.

- **Yearbook: Cari Button**
  This organization is for the 6th – 8th grade students for the purpose of creating the school yearbook.

- **Drama: Mary Harris**
  This organization is for 6th-8th grade students who are interested in a theater education class. This is a standards-based class, structured accordingly to the state of Georgia theater standards, grades 6-8. Together, we plan on exploring the technical portions of theater this year, including, but not limited to, set construction, stage makeup and costume design.

- **Jr. Beta Club: Clair Cavender**
  This club is to promote the ideas of character, service and leadership among students, to reward meritorious achievements and to encourage and assist students in continuing their education after high school.

- **Unicycles:**
  Anyone with the desire to learn to ride a unicycle can join the UniCanes. Participants can learn on club-provided unicycles or bring their own. Practices are held in the gym on Saturday mornings throughout the school year. UniCanes often participate in pep rallies, the Deer Festival parade, and are frequently seen on Saturdays riding from JCMS to the Square to enjoy challenging themselves with different terrains. We enjoy making new friends, advancing through 10 skill levels, creating new challenges for each other to become better skilled unicyclists, and celebrating individual success!

**CODE OF CONDUCT/PROGRESSIVE DISCIPLINE PLAN**

Please refer to the Jasper County Charter District Handbook located at the end of this handbook for details regarding the Student Code of Conduct and the Progressive Discipline Plan.
CONNECTIONS CLASSES
Students **rotate through all connection classes** during the year. Students will attend two connection classes every nine weeks for a total of eight connection classes per year. Connections classes operate on a 1/2 schedule.

NOTE: Physical education classes are required. **In order to be excused, a current note from** a doctor must be on file in the student’s **permanent record**. Additionally, in 8th grade students are scheduled to take 9th Health and 9th PE as long as their schedules permit. Students may be excused from studying certain parts of the health curriculum upon parent request.

Any change during the quarterly grading period of connections is disruptive to student learning and the classroom environment. Changes in connections will only be made if the reason for the request is determined to be valid by an administrator.

COUNSELOR
The counselor provides a large number of services, including service as 504 coordinator, offering classroom guidance, and offering group and individual counseling on a limited basis. Counselors are ready to assist students in any way that will make their school experience more rewarding. Counselors are available to consult with parents regarding specific concerns they may have about their child. Teachers are also encouraged to use the services of counselors regarding the special needs of their students.

COURSE SYLLABI
Teachers and/or teams will distribute their course syllabus at the beginning of the school year. Students are asked to take the syllabus home and review it with their parents. Since the syllabus will include an outline of the course content, grading procedures, expectations for behavior, and other pertinent information it is important that students and parents read all syllabi carefully. Course syllabus will be posted to teacher’s webpage.

CURRICULUM
JCMS adheres to the Georgia Standards of Excellence which provide clear expectations for instruction, assessment, and student work. The standards define the level of work that demonstrates mastery of the standards. Parents may view the standards at: [https://www.georgiastandards.org/Pages/Default.aspx](https://www.georgiastandards.org/Pages/Default.aspx)

DELIVERIES to STUDENTS
JCMS will not accept deliveries of flowers, balloons, food items (for celebrations) or other items to school. Deliveries will be returned with the sender.

DRESS CODE for STUDENTS
It is our intent to provide an environment that is safe, orderly, and without distractions and disruptions that interfere with or undermine the learning process. In keeping with this intent, all students are expected to dress appropriately and exhibit good grooming habits. Students who fail to comply with the dress guidelines given below will be referred to an administrator and will be expected to change into acceptable garments. School attire which is not specifically covered
in this section and which the administration believes is disruptive or distracting to the learning environment also may be prohibited with the final decision made by the school administrator.

The following attire is INAPPROPRIATE for school and must NOT BE WORN:

➢ Pants, with holes, above the knee must be covered with a patch on the outside of the garment and cannot take away from the overall appearance of the jeans. (Examples include large holes, holes in which highlight personal areas.) Holes in jeans, below the knee, are acceptable. **Administration has full discretion.**

➢ Leggings MAY NOT be worn with items that do not meet the required length. Leggings must be worn with shorts, dresses, skirts, and/or tunics that are fingertip length.

➢ Sunglasses, caps, hats, and other non-religious head coverings such as bandanas and hoods worn inside the school building

➢ Clothing which advertises, suggests or displays any insignia of alcohol, illegal drugs or tobacco

➢ Clothing with obscene, vulgar, or suggestive language or design

➢ Clothing with words or symbols, such as pictures and emblems, which advocate violence and/or terrorism

➢ Clothing with signs, symbols, drawings or writings which show allegiance, affiliation or reference to any non-sanctioned group

➢ Colors, bandannas, articles of clothing or paraphernalia which promote or identify with a non-sanctioned group

➢ Clothing that exposes or accentuates the torso while standing or sitting, such as spandex pants, see-through garments, uncovered leggings, yoga pants, halter tops, spaghetti straps, backless dresses, tube tops, tank tops muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above, the waist

➢ Shorts, dresses and skirts which stop less than fingertip length when worn properly around the waist and when standing upright with shoulders in a relaxed position. Splits in skirts should not be higher than 2 inches above the knee.

➢ Sleepwear including, but not limited to, pajamas, gowns, bathrobes, slippers, blankets, etc.

In addition, the following rules apply:

➢ Hair should be worn in a manner so as to not cause undue attention or distraction.

➢ Clothing such as belts, flaps, etc., must be buttoned or buckled. Overalls should be worn with tabs in place and all hardware fastened. No chained wallets may be worn.

➢ Trench coats are unacceptable. Hooded coats are acceptable, but hoods are not to be worn while in the buildings.

➢ Shorts/pants must be worn with the waistband at the waist; “sagging” is unacceptable.

➢ Chains and chain link or studded belts that could be used as a weapon (as determined by an administrator) will not be permitted.

➢ Sandals without straps and/or flip flops should not be worn.

Students in violation of the dress code may be asked to:

● turn clothing inside-out to hide inappropriate images/text;

● tie a belt of some type around pants if they fit inappropriately;

● change into alternate clothing provided by the school; or
contact parents for a change of clothes.

Non-compliance with dress code will result in assignment to an alternative learning environment. Chronic violators of the dress code will be handled as indicated in the Code of Conduct.

Administrators shall have the authority to interpret dress code and make case-by-case determinations for appropriateness of dress that is not covered elsewhere in this policy.

**DRUG FREE SCHOOL ZONES**
The Jasper County Board of Education recognizes the serious detrimental effect that use/abuse of illegal drugs and alcohol has on the entire community and especially on young people. School buildings and campuses are places of learning and should always be safe and secure environments for students and the adults who work with them. In accordance with this belief, all Jasper County Schools are designated DRUG AND ALCOHOL-FREE ZONES. The possession, transmittal, handling, use, distribution or being under the influence of any narcotic, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on any school campus is strictly prohibited. Violation of this policy will result in as severe consequences as School Board policy and criminal law will permit. This policy applies to all students and adults who may be on a public school campus in Jasper County at any time or off school grounds at any school activity, function or event, on the school bus or any other vehicle transporting students to or from school activity.

**E-MAIL**
Teachers may be contacted most efficiently via e-mail using the email list provided in this handbook. **NOTE: Teachers will respond to emails within 24 hours during non-instructional time.**

**EMERGENCY SCHOOL CLOSING and EARLY DISMISSAL DUE TO INCLEMENT WEATHER**
School is closed when conditions are deemed too dangerous for travel. School closings are broadcasted on the local radio station or news station. If possible, notice will also be posted on the Jasper County Charter Schools and JCMS website page. There will also be a mass call-out and/or text messages sent to families via our automated call-out system. Please make sure that **student contact information is updated regularly.**

**EMERGENCY DRILLS**
Fire drills are to be held regularly throughout the year. The signal will be one continuous sound on the horn until the building is cleared. All students will move in a quiet and orderly fashion with their teachers to a designated area and remain there until the clearance signal has been given by the office. All driveway areas must be kept clear during fire drills. Tornado and Lock Down drills will also be held occasionally.

**ENGLISH FOR STUDENTS of OTHER LANGUAGES**
The English for Students of Other Languages (ESOL) program provides curriculum and instructional assistance to students not proficient in English because their native tongue is other
The ESOL program provides academic language development and proficiency in listening, speaking, reading, and writing while integrating state standards to support academic achievement in the regular classroom.

**ENRICHMENT and/or Move-On When Ready (MOWR) CLASSES**

Middle Schools offer a variety of Enrichment and/or MOWR classes. Class participation will be determined using various sources of data. Classes are designed to provide opportunities for growth and extension, necessary remediation, and appropriate academic interventions. It is important to note that grades earned in these classes count towards the requirements to remain in academic good standing.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights include (1) the right to inspect and review the student's education records within 45 days after the day the school receives a request for access, (2) the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA, (3) the right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent, (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

**FIELD TRIPS**

Educational activities which expose students to different opportunities are strongly encouraged at Jasper County Middle School. Parent permission is required for students to participate. Also, some field trips may need monetary donations to cover certain costs. Field trips are an extension of the classroom; therefore, all system and school policies are applicable. Field trips may be withheld from students who fail to demonstrate appropriate behavior within the normal classroom setting. Supportive learning opportunities will be offered to these students who remain on campus during the time of the field trip.

**FOOD and/or PRODUCT SALES**

Students shall not bring food items or products to school for the purpose of selling them during the school day. Students may be referred to the office for the selling of any items that have not been approved as part of an official fund-raising activity.

**GIFTED ELIGIBILITY**

1. A student may score at the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on a composite or full-scale score of a standardized test of mental ability AND score at or above the 90th percentile on the total battery, total math or total reading section(s) of a nationally-normed test of academic achievement.
2. A student may qualify through a comprehensive multiple-criteria assessment process by achieving the required score (90th percentile or higher) in any three of the four areas of evaluation: mental ability, achievement, creativity and motivation.

NOTE: As part of our Jasper County Charter System waiver, ALL teachers can deliver GIFTED services through Differentiated Instruction that is implemented in all classrooms.

**GRADES and INFINITE CAMPUS PORTAL**

The Infinite Campus Student Data System provides parents with access to attendance and grades. To access the Infinite Campus Parent Portal please contact Latoya Johnson in the main office or email at ltjohnson@jasper.k12.ga.us.

**JCMS uses a 70:30 ratio** model for grading purposes: 70% will be from classroom assignments (formative assessments); 30% of a student’s grade will be from tests or projects (summative assessments).

The grading scale is as follows:
- A=100-90
- B=89-80
- C=79-70
- F=69 and below

Parents and students may view up to date information regarding a student’s attendance and grades online via the Infinite Campus portal. To obtain a password, Legal Guardians must complete paperwork and present a valid picture identification to the front office.

**NOTE: In order to accurately compile attendance and student grades, we turn off Parent Portal during the last week of each semester.**

**HALLWAYS**

A student must have a hall pass from a teacher in order to move in the hall during the day or when a teacher is not present. Students should travel safely and quietly around the outside of the building, weather permitting, at appropriate times. Horseplay or disruptive behaviors are not permitted; disciplinary action can be tied to inappropriate travel within or around the school.

**HEALTH RECORDS (Immunization/Eye & Dental)**

Georgia law requires that every student enrolled in a Georgia public school have a certificate of immunization on file. To remain in school, students must have proper immunization against certain identified diseases. Eye, ear, and dental examination records must also be on file for students to remain in school. Students are allowed a thirty (30) day grace period for parents/guardians to provide authentic records for his/her child. Failure to provide authentic immunization/eye-ear or dental records will result in exclusion from school until the information is provided. Students entering grades 6 and 7 must provide updated information in order to be placed on class rosters.
HEALTH SERVICES - CLINIC SERVICES for ILLNESS AND ACCIDENTS
A parent or guardian will be contacted immediately, should the situation warrant, if a child becomes ill or has an accident at school. In serious situations when a parent cannot be contacted, the principal or principal’s designee will request the assistance of local emergency medical personnel. Services will be provided if a medical release has been signed. Judgment in such cases is at the discretion of school authorities, and parents assume financial responsibility.

Please keep your current telephone number AND the name of a contact person for emergencies and his/her current number on file in the office. Please be sure to return the emergency authorization form to the teacher at the beginning of the year. Also, make sure that your student has the phone numbers of all authorized contacts written in his/her agenda. Maintaining accurate contact information with the front office will expedite the process of contacting someone when necessary.

COMMUNICABLE DISEASES
Children having any contagious or infectious disease should not return to school unless cleared by the family physician or Health Department. The following conditions should be considered communicable. Parents should notify the school if their child has been affected by any of these for advice on readmission to school:

<table>
<thead>
<tr>
<th>Lice (pediculosis)</th>
<th>Meningitis</th>
<th>Chicken Pox (Varicella)</th>
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<tbody>
<tr>
<td>Poliomyelitis</td>
<td>Scarlet Fever</td>
<td>Pink Eye (Conjunctivitis)</td>
</tr>
<tr>
<td>Strep Throat</td>
<td>Hepatitis</td>
<td>Ringworm</td>
</tr>
<tr>
<td>Mononucleosis</td>
<td>Scabies</td>
<td>Worms or Parasites</td>
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<tr>
<td>Measles (Rubella)</td>
<td>German Measles</td>
<td>Impetigo/Staph Infection</td>
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<tr>
<td>T.B. (Tuberculosis)</td>
<td>Mumps</td>
<td>Whooping cough (Pertussis)</td>
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</tbody>
</table>

HEAD LICE
Students who have head lice (pediculosis) are to be sent home from school. Students diagnosed with head lice can return to school after the lice treatment has been administered. Before re-entering school, it will be necessary for the nurse to determine that the student is free of ALL infestation and any remnants, including dead nits. If the student’s head is still suspect, he/she will not be allowed to re-enter school. However, if your child has not been cleared to re-enter on or before the third (3rd) school day from the date he/she was sent home, the matter will be referred to the School Social Work Department. Referrals will be made to the School Social Work Department for repeated cases of head lice.

HOSPITAL/HOMEBOUND SERVICES
Any student who has a medically diagnosed physical condition that restricts him/her to home or hospital for a period of time is eligible for hospital/homebound instructional services. For all students receiving hospital/homebound instruction, a medical referral form signed by a licensed physician must be on file stating that the student will be absent a minimum of ten (10) consecutive school days and is physically able to participate in educational instruction at home.
If a student is officially on homebound, the student is considered “in school” for attendance purposes; therefore, it is important for arrangements for this service to be made as soon as possible once a diagnosis has been made. Hospital/homebound services cannot be made retroactive. For more information about this service, please contact the system social worker.

**HOMEWORK**

Students will receive homework from their various teachers. Homework is a part of course requirements, and students are expected to complete the assignments on time. Homework is a way to review and reinforce what has been previously explained or taught in the classroom nor should a student be given a grade of “0” for not completing homework.

**INJURIES**

Anytime a student is injured at school, he/she should report the injury immediately to the teacher or person in charge of supervision. The teacher will then notify the nurse/main office and complete an accident report. Attempts to contact the parent/guardian will be made in order to notify them of the accident/injury. If deemed appropriate, emergency services will be contacted by an administrator or designee. Parents are responsible for medical bills when students are injured at school or participating in a school sponsored event.

**Jasper County Health Department provide the following services:**

**For Students:**
- Physicals
- Immunizations
- Lab Work
- Eye/Ear/Dental
- Nutrition Screens
- Head Checks
- WIC
- Developmental Screens
- Car Seat Program
- Children’s First
- Babies Can't Wait
- Children’s Medical Services

**For Parents:**
- Women’s Health Physicals
- Immunizations
- Lab Work
- Blood Pressure Checks
- Head Checks
- Disability Screens
- WIC
- Family Planning
- Therapeutic Injections
- Pregnancy Testing
- Septic/Well Permits
- Infectious Diseases

**Jasper County Contact Information Health Department**

336 East Greene Street, Monticello, GA 31064
706-468-6850 Ext. 3
Mon, Wed, Thurs 8 am-4:30 pm  
Tues 8 am-7 pm  Fri 8 am-1:30 pm

**LOCKERS**

Lockers are assigned at the beginning of the school year for the convenience of students. Each student is responsible for the proper maintenance of the assigned locker and any damages to the locker will be charged to the student. Students are not to place food, gum, stickers, or decals on or in their lockers. Lockers remain property of the school. Lockers are a privilege and can be
taken away if locker privileges are abused. Students are not permitted to go to their lockers unless it is a designated locker break or at teacher discretion. NOTE: Students should not share lockers as the school reserves the right, consistent with state law, to search lockers when necessary to insure safety and enforce school and district policies. If search of lockers results in discipline consequences, all students sharing the locker will be issued the discipline consequence.

LOST AND FOUND
JCMS is not responsible for lost, stolen or confiscated items. It is recommended that students not bring valuables or large amounts of money to school. Items found should be turned in to the check-in/check-out office. Students should make plans to check with the office should they find any of their personal items missing/lost. The ‘Lost and Found’ area is located in the check-in/check-out office next to the gym. Items not claimed will be removed and donated to charity at the end of each quarter.

LUNCHROOM - JASPER COUNTY CHARTER SYSTEM - 2018-2019 Meal Prices

*These prices are subject to change prior to the opening of school. Updated information will be supplied to parents when available.*

**SCHOOL NUTRITION PROGRAM CHARGE POLICY:** Students at all schools will be allowed a maximum of 4 lunch charges. When a student has reached the maximum charges, an alternate meal will be given to avoid hunger. The alternate meal will consist of a peanut butter and jelly or grilled cheese and milk. Notification will be sent home to the parent(s) or guardian by student and notification will be given to principal when they have reached the maximum charges. If the charges remain unpaid the assistant manager will report the charges to the School Nutrition Supervisor. The School Nutrition Supervisor may forward the situation to the School System Social Worker. **Students will not be allowed to charge any a’ la carte items, or any second meals.**

Breakfast and lunch should be pleasant times for everyone. All students are expected to conduct themselves properly, practice good table manners, and take no food from the cafeteria. **Due to lunchroom regulations, non-standard meals, such as fast food sandwiches and drinks, (i.e., Burger King, McDonald’s, etc.) are not permitted in the cafeteria.**

Students may purchase lunch if they are not on the free/reduced meal plan. **Breakfast is free to all students.** If students bring their lunches to school, they are not permitted to bring food in glass containers. Students are not to have carbonated beverages during lunch. There is to be no food or drinks in the classrooms without prior approval from school personnel. Teachers may confiscate and dispose of any food items or drinks brought into the classroom without permission.

Breakfast Costs: Free to all students       Staff: @2.00

JCMS Lunch Costs: Reduced: $0.40  Paid: $2.00  Staff: $3.25
Permission to Purchase A’ la Carte Items at Jasper County School Nutrition Program
2018 - 2019

Student Name: __________________________ School: __________________________
Parent/Guardian Name: ______________________ Phone Number: __________________
Home Address: ___________________________________________________________________
Email Address: _______________________ Date Permission Form is to be Active: __________

Please check the appropriate statement below.

_____ I give permission for my child(ren) to charge a’ la carte items to his/her meal account. I understand that purchases may only be charged if the account has a positive balance.
_____ My child(ren) may purchase a’ la carte items only using cash during meals service. (No charging)
_____ Please do not allow my child(ren) to purchase a’ la carte items this year.

By submitting this form to the Jasper County School District, I agree that my child(ren) may/may not participate in the a’ al carte (extra menu items) purchasing. I understand the School Nutrition Program Charge Policy. I understand that I may revoke this permission statement at any time by contacting the School Nutrition Office. I also understand that I will be contacted by the School Nutrition Manager to confirm this permission form.

LUNCHROOM - SPECIAL DIETARY NEEDS
Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them. However, when in the physician’s assessment determines that food allergies may result in severe, life-threatening (anaphylactic) reactions, the child’s condition would meet the definition of “disability,” and the substitutions prescribed by the licensed physician must be made.

Medical Statement for Children with Special Dietary Needs: Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include:

- An identification of the medical or other special dietary condition which restricts the child’s diet;
- The food or foods to be omitted from the child’s diet; and
- The food or choice of foods to be substituted.

MAP – MEASURES of ACADEMIC PROGRESS
Students will take the MAP assessment three times during the school year. The information from these assessments will provide data to help with individualization of instruction. MAP testing has the ability to measure a student’s achievement and academic growth across time.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT: EDUCATION for HOMELESS CHILDREN and YOUTH
The Jasper County Charter System ensures that each child of a homeless individual and each homeless youth have equal access to the same free appropriate education including a public preschool education as provided to other children and youths.

MEDIA CENTER
The media specialist is an important member of our instructional staff and provides assistance to students in finding materials and information for both leisure and school-related purposes. All school rules apply in the media center. Students may check out two books at a time for a two-week time period. Those who fail to return materials will be charged a fine of $.05 per day. If materials are lost, students must pay for replacement of all lost or damaged items. All media center fines must be cleared before report cards are issued.

**MEDICINES**
All medications other than the exceptions listed in these guidelines, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of the school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines shall be subject to the discipline set forth in the Code of Conduct and/or the school’s Progressive Discipline Plan.

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

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

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

Nurse’s Notes:

- A student must be without a fever of 100.4 or greater for 24 hours without taking Tylenol or Motrin before they can return or come to school.
- A student may return to school when they have not vomited or had diarrhea for 24 hours. If a student is seen by a doctor and placed on an antibiotic, they have to be on that medication for 24 hours before they can come to school or have an excuse from the doctor saying that they may attend school.
- All open draining sores must be covered while in school.
- Medication must be housed in an area designated by the school administration and an authorization to give medication must be on file before any medication can be administered to your child.
- Medication must be in the original container and be provided by the parent. Students are not to transport medications. If a prescription medication is to be given it must be in the original container and can only be given according to the order on the bottle. An authorization to give medication must be on file and must match the order on the prescription bottle.
- If your child uses an inhaler or EpiPen, he/she may keep the device with him/her for the purpose of self-administration. We ask that a form be filled out and filed in the clinic to that effect. This is also true for diabetics who administer insulin.

Please contact our school nurse, Mrs. Colleen Tillman, at 706-468-2227 or ctillman@jasper.k12.ga.us

MESSAGES to STUDENTS
JCMS offers two options for parents to use if they need to get a message to their student.

Option 1: CALL Mrs. Crews at 706-468-2227 by 2:30 pm

Option 2: EMAIL Mrs. Crews at bcrews@jasper.k12.ga.us by to 2:30 pm.

Remember, only messages from verified parents/guardians will be delivered and messages received after 2:30 pm might not get delivered before the end of the day. Please contact us as early as you can.

NOTICE of NON-DISCRIMINATION:

Jasper County Charter System does not discriminate in any educational, employment or other activity under its jurisdiction on the basis of race, color, national origin, religion, gender, disabling condition, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Jasper County Charter System BOE will honor all appropriate laws and regulations relating to discrimination.
Any person who believes he/she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined in the Jasper County Policy Manual and should contact Dr. Kristie Brooks, Title IX Coordinator at the Jasper County Board of Education at 706-468-6350 at Ext 113.

OFF-LIMIT AREAS
The athletic fields, parking lots, and other areas not specified as classroom instructional sites are off limits before, during, and after school unless the students are under the direct supervision of an administrator, school employee or school designee. After school, students should vacate the building as soon as possible unless meeting with a teacher or attending tutorial sessions. Students should not be in the school after hours unless under the direct supervision of a school or school system employee. Any area on the school campus, unless with the permission of faculty/administration, is considered off limits to students except during school hours.

PARENT CONFERENCES
There are two scheduled early release days. Parents may also schedule a conference either afterschool or during the teacher's planning as needed. Parents must check-in at the check-in/check-out office to obtain a visitor’s pass.

PARENT LOCATION INFORMATION/EMERGENCY PHONE NUMBER
We must be able to locate parents in emergencies. It is the parent's responsibility to notify the school of any changes in address, home and/or business phone number(s), whom to call in cases of emergency or other information of which the school should be aware. We often mail information home to you and it is very important that we have accurate mailing addresses.

PARTICIPATION REQUIREMENTS for EXTRA-CURRICULAR ACTIVITIES
Students must be present in order to participate in any extra-curricular activities that day. Students suspended out of school will not participate in any school-sponsored activity during the suspension. Students assigned to in-school suspension (ISS) will be suspended from any game or event scheduled during the time of assignment to ISS. Suspension and ISS do not end until the student physically returns to classes. Students may be allowed to practice their extra-curricular activities while in in-school suspension, but not during out-of-school suspension. In addition, students may fail only one class the previous semester prior to participation to be eligible for the activity. The administration may withhold permission from a student for participation from any activity based on the student's placement on academic or behavioral probation. Students who are not picked up promptly from after-school events and/or practices will not be permitted to attend future events.

POSITIVE BEHAVIOR INTERVENTION and SUPPORT - PBIS
Positive Behavior Intervention and Support - PBIS is an organized, data-driven system of interventions and strategies that positively impact school-wide behavior. It is a proactive approach for establishing the social culture, the learning and teaching environment, and the behavior supports needed for all students in a school to achieve social, emotional and academic success.
Using the most current best practices, teams focus on creating Primary (school-wide), Secondary (individual or at-risk children), and Tertiary or Intensive (children with complex needs and behaviors that severely impact the child) systems of support that improve results for all students by focusing on the desired behavior and lessening the effects of the targeted misbehavior.

**POSTERS/ADVERTISEMENTS**
Any poster, announcement, advertisement, or flyer must be approved by administration before it can be placed on the school campus or in any teacher mailboxes. No one who is not employed full-time by the Jasper County Board of Education and/or without permission from the school principal may place any type of material in any JCMS faculty mailbox.

**PROMOTION/RETENTION/PLACEMENT**
**Grades 3 through 8**

ALL students will be expected to meet the following criteria to be considered for a full promotion:

- Participate in Georgia Milestones administration and retest, if applicable.
- Pass 3/4 academic subjects
- Meet the minimum requirement of Reading Lexile Band for grade level
- Must score at the 25th percentile or higher on the MAP assessment Reading and Math

The principal has final responsibility for the promotion, retention, and/or placement of all students except for students in special education whose placement must be determined in accordance with the Individuals with Disabilities Education Act (IDEA). There shall be no appeal of promotion, retention and/or placement decisions beyond school level.

**REPORT CARDS and MID-TERM PROGRESS REPORTS**
Refer to the Jasper County Charter School System calendar for issue dates of mid-term progress reports and report cards.

**Mid-Term Progress Reports (4 ½ weeks)**
MID-TERM PROGRESS REPORTS will be issued. Students are expected to take their mid-term progress reports home for review and return with parents/guardian’s signature. Teachers will record signature receipt in IC contact log and return report home with student.

**Report Cards (9 weeks)**
REPORT CARDS will be issued. Students are expected to take their report cards home for review and return with parents/guardian’s signature. Teachers will record signature receipt in IC contact log and return report home with student.
NOTE: Parents are asked to sign and return mid-term progress reports and report cards to school the next day. Final report cards will be sent home with students on the last day of school unless there is a “HOLD” on a student’s report card. Parents may pick up report cards following students’ last day of school, at which time “HOLDS” can be cleared.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
PPRA affords parents certain rights regarding privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Specific activities and surveys covered under this requirement include: (1) collection, disclosure, or use of personal information for marketing, sales or other distribution, (2) administration of any protected information survey not funded in whole or in part by the state of federal Department of Education, and (3) any non-emergency, invasive physical examination or screening as described above.

RESPONSE to INTERVENTION (also see “Special Education”)
Response to Intervention (RtI) is a process established to review referrals of students experiencing academic and/or behavioral difficulties. The RtI teams may be composed of the school principal or assistant principal, teachers, school counselor, psychologist, and other appropriate school personnel. The RtI teams assist classroom teachers in identifying the needs of referred students, planning alternative instructional and/or behavioral strategies, assessing and monitoring students' progress, and serving to determine the promotion/placement/or retention of a student.

SCHOOL GOVERNANCE TEAM - SGT - The School Governance Team’s (SGT) purpose is to help steer the school towards achieving its mission and to ensure the school’s effort and resources are properly focused toward that goal. SGT meetings will be held monthly and are open to the public; the agenda and minutes will be posted on EBoard (Simbli).

JCMS Shared Governance Team Members:

Rob Alexander       sgt-ralexander@jasper.k12.ga.us
Cleo Campbell      sgt-fcampbell@jasper.k12.ga.us
Yelberton Frazier    yfrazier@jasper.k12.ga.us
Pat Matthews        sgt-pmatthews@jasper.k12.ga.us
Jerome McClain      sgt-jmcclain@jasper.k12.ga.us
Bob Taylor          sgt-btaylor@jasper.k12.ga.us
Becky Thompson      sgt-bthompson@jasper.k12.ga.us
Barbie Walls        sgt-bwalls@jasper.k12.ga.us
Angie Willis        alwillis@jasper.k12.ga.us

All SGT meetings are held in the JCMS main office at 5:30 pm and are open to the public. SGT dates are listed below:
July 31st
August 28th
September 25th
October 30th
November 27th
January 29th
February 26th
March 26th
April 30th
June 11th

The SGT will be comprised of parents, students, business/community representatives, teachers and school administration. The SGT will hold a measure of decision-making authority by working collaboratively with school leaders in specific areas of personnel, finances, curriculum and instruction, resource allocation, school operations, and the monitoring of student achievement. Members that serve on the team are provided extensive training. Schools will be able to better meet the targeted needs of their students with the flexibility allowed through a charter school status. The local school board remains intact and its authority is not diminished under the Charter System status.

**SCHOOL SUPPLIES**
Composition Notebooks – Students use about 8 each year.
Pencils (Pencils will need to be restocked during the school year)
Pens – Blue or Black
College Ruled Paper – 2-3 packs of paper per student
2 - 1 ½ inch 3 ring binder
Glue Sticks (may need to be restocked during school year)
Colored Pencils
Inexpensive headphones or earbuds
Scissors
NOTE: 8th grade only – GRAPH PAPER

**Donations of the following are greatly appreciated:**
Tissue paper
Hand Sanitizer
Ream of Copy Paper
Expo Markers (donated to HR teacher)
Dry board Eraser (donated to HR teacher)
Construction Paper

**SEARCH/SEIZURES**
School officials have the authority to conduct reasonable interrogations of students in order to properly investigate and manage student misconduct. Any student can be searched with a duly executed warrant, or a student can be searched without a warrant if reasonable suspicion exists and there are exigent circumstances which make it impractical to secure a warrant. This applies where reasonable suspicion exists when a school official has knowledge of facts which cause him/her to believe a crime or rule infraction has been committed. Searches based on reasonable grounds shall proceed without hindrance or delay but shall be conducted in a manner that is not excessively intrusive in consideration of the age and gender of the student. In the event the search of the student’s person, personal possessions, belongings, or desk reveals the student is
concealing substance(s) or weapon(s) or other contraband prohibited by federal, state or local law, school officials will notify local law enforcement authorities so that they may take appropriate action.

SPECIAL EDUCATION
All eligible students in Georgia’s Public Schools are provided with a free and appropriate education in accordance with the Individuals with Disabilities Act (IDEA). Under the law, parent notification regarding the special education process is always the first step. In each school building, the state’s special education regulations are available for review.

- **Individualized Educational Program (IEP):** At no cost to families, evaluations to identify special education needs are provided for students from age three (3) through twenty-one (21) who have a disabling condition. An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in regular education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student’s Individualized Educational Program.

- Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18).

- A student has the following rights regardless of his/her age:
  - A student has the right to stay in his/her program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.
  - A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of his/her ability. At Jasper County Middle School, the following services are offered as needed: screening to detect possible learning difficulties, formal assessments of students learning abilities for placement and intervention decisions, development of Individualized Educational Programs, and consultation with parents/guardians, school staff and outside agencies.
  - As required by regulation, Jasper County Middle School offers a continuum of special education services to eligible students in the least restrictive environment.
  - The Response to Intervention (RtI) student referral process includes the following steps:
    - Phase One: Classroom teacher makes appropriate accommodations in the classroom and has conference with parents as a function of Tier 1 support.
    - Phase Two: Student Support Team (SST) determines best pathway for student success with Tier 2 support.
    - Phase Three: Interventions and progress monitoring enacted and evaluated.
    - Phase Four: Special Education evaluation if recommended by the SST.

- **Speech and Language:** Specialists provide direct individualized and small group services to modify the communication behavior of students presenting articulation, voice, and
language and/or fluency problems. Assessments to determine each child’s individual needs are completed by the speech and language specialists. Speech and language services are provided in the classroom or in a separate setting depending on the type of service and the needs of the student.

- **Section 504:** The Rehabilitation Act of 1973, commonly referred to as “Section 504”, is a non-discrimination statute enacted by the United States Congress. One purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks.

**STEAM (Science, Technology, Engineering, Arts, Mathematics)**

STEAM is the integration of science, technology, engineering and mathematics infused with meaningful arts integration. STEAM utilizes the arts as a vehicle for demonstrating what has been learned, while increasing creativity and teaching investigative, problem-solving “habits of mind” that can be applied to any subject. JCMS will be implementing STEAM through the Science classes in grades 6th-8th.

**TELEPHONE USAGE**

Students who need to use the telephone due to illness or an emergency will be allowed to have office personnel make calls for them in the check-in office. It is up to the classroom teacher to determine when a real emergency exists. If your child has a special health problem or other situation that causes you to be concerned about communication, please notify all of your child’s teachers in writing. All special arrangements, including alternative transportation arrangements, should be communicated to students before they arrive at school except in emergency situations.

Note: It is an infraction of the ‘electronics policy’ for students to utilize their cell phones during the day to contact parents without the knowledge of the supervising faculty member and/or administrator. Students are not to ask to go to the office to use the telephone during class time, nor can classes be interrupted so that a student (or a teacher) may receive a phone call.

**TESTING**

Students in the Jasper County Charter Schools experience various forms of standardized and teacher-made tests throughout the school year. The Georgia Department of Education has implemented the Georgia Milestones Assessment testing program as a required evaluation tool for all sixth through eighth grade students. English Language Arts and Mathematics Assessments will be administered in grades 6 – 8. The content areas of Science and Social Studies will be assessed in grade 8 only. For our students in elementary and middle schools this action reduces the number of Georgia Milestones test sections taken in grades 3, 4, 6, and 7 from nine to five.

**TEXTBOOKS and/or CHROMEBOOKS**
Textbooks and/or Chromebooks are the property of the local school system. When textbooks and/or Chromebooks are issued to a student they become the student’s responsibility; he/she then has the responsibility to take care of these items at all times. If a text and/or Chromebook is lost and/or damaged (beyond the usual wear), restitution must be made to the school; otherwise report cards may be held.

In some instances, students may NOT be issued a textbook in every class. All textbooks are on loan to the students for use during the school year. If a student is issued a textbook and/or Chromebook, the student is responsible for these items. Payment for lost or damaged items is the responsibility of the student. A minimum fine of $5.00 will be levied for lost or damaged textbooks and Chromebooks. All fines are to be paid in the office for proper record keeping. Additional copies of texts will be issued when fines are paid.

**TITLE I PROGRAM**
Title I is a federally funded program designed to provide additional educational services in designated schools to students in the core curriculum. Jasper County Middle School is a Title I School, and thus provides an opportunity for all students to receive assistance in the areas of reading, language arts, mathematics, science and social studies in order to improve academically.

**TRANSPORTATION**
A busing system of pupil transportation is provided to students attending Jasper County Charter Schools. Since the bus is an extension of the classroom, students are required to observe all school rules while being transported to and from school. A serious or repeated violation of any rule may result in revoked transportation privileges and/or further disciplinary action. Disciplinary infractions on the school bus will be handled through the Transportation Department. The school administration and transportation department work collaboratively to help ensure that your child has a safe ride to and from school.

Students waiting for a bus must wait in the assigned location and not in any other area. Once students are loaded on the bus during afternoon dismissal, they must remain on the bus. Students may not loiter in the parking lots, commons area or bus ramp if not being transported by a school bus.

Students transported by car should be picked up and dropped off in the designated area only. Students should be dropped off by 7:45 am and picked up by 3:45 pm. Students transported by car who intend to eat breakfast need to arrive before 7:30 am. Parents and students are encouraged to take care of transportation issues prior to school. Students should be checked out prior to 3:00. No transportation changes will be taken after 3:00 p.m., unless it is an absolute emergency. Students should give written notice of all bus changes to homeroom teachers. All transportation changes must be verified.

Students who choose to walk to or from school must have written permission from parent on file allowing them to walk.

**TRUANCY**
Georgia’s attendance laws have increased the penalties for students who do not attend school regularly. Parents or guardians of students who do not attend school regularly can be referred to the School System Social Worker and/or DFCS and found guilty of a misdemeanor to include fines and/or imprisonment. You may also be subject to adjudication in the Juvenile Court as an unruly child for violation of this statute. Students who are identified as truant may be denied a driver’s license. Georgia law requires that a judge of the superior court of each county establish a student attendance protocol and committee. The new law, protocols, and penalties are listed in the Student Permission packet that you receive at the beginning of the school year.

**WEAPONS FREE SCHOOL ZONES**
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. Please see Code of Conduct.

**VIDEO SURVEILLANCE CAMERAS**
All students, parents and staff are advised that as a public-school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, to provide greater safety for students and staff and building visitors, and to reduce vandalism and theft, many areas of the middle school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The recordings of such observations shall be available for use by the school district and its administrative staff, if necessary, to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

**VISITORS**
Safety is one of our primary concerns; therefore, we have specific visitor procedures that are designed to protect all students, staff members and school instructional time. All visitors, upon entering the building, MUST first come to the check-in/check-out office to sign in and obtain a visitor pass. Visitors should sign out and return the permit or pass when leaving the campus. Students are not allowed to bring visitors to school. Parents/guardians wishing to visit a classroom must seek administrative approval at least 24 hours in advance. Parents or legal guardians are the only individuals who may visit a classroom. Parents should also not attempt to speak with teachers in the hallways during instructional times. Conferences should be scheduled through the office or with the teacher(s) directly. The administration of JCMS will be happy to assist parents with this process. (706-468-2227). Georgia State Code recognizes violators to this policy as ‘trespassers’ on the school campus.

**WITHDRAWAL PROCEDURES**
When a student withdraws from JCMS to transfer to another school or educational program, the following procedures will assist the student and the school in a smooth transition.
• The parent/guardian should report to the JCMS Check in and out office to make an official withdrawal request.
• The withdrawal slip must then be signed by each of the student’s teachers, the media specialist, or any appropriate school personnel.
• All books and netbook associated equipment must be returned and all fines/fees paid.
• All assigned lockers must be cleaned out.

NOTE: There is a turn-around period of 24 hours for withdrawal paperwork to be completed. Official transcripts and school records will be forwarded to the new school when a records’ request is sent to JCMS.

DISCLAIMER: The information in this student handbook is current as of the date distribution. Changes after the fact in state law, State Board of Education policy or Jasper

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### Athletic Program and Contacts

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<th>Sport</th>
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<tr>
<td>Athletic Director MS</td>
<td>Roberts, Eddie</td>
<td><a href="mailto:geroberts@jasper.k12.ga.us">geroberts@jasper.k12.ga.us</a></td>
</tr>
<tr>
<td>Baseball MS</td>
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<tr>
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<td>Garvin, Matthew</td>
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<tr>
<td>Basketball MS Boys</td>
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<td>Basketball MS Boys Assistant</td>
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<td>Concessions Coordinator</td>
<td>Stallings, Laura</td>
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<td>Cross Country MS</td>
<td>Schulte, Jim</td>
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<td>Track MS Girls</td>
<td>Middlebrooks, Shakeirra</td>
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<tr>
<td>Wrestling MS</td>
<td>Vacant</td>
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Visit the Athletics tab JCMS Webpage for Sporting Events for scheduled events and directions.

Jasper County Middle School offers many sports in which our student may participate. Any student interested in playing a sport must meet eligibility requirements and must have a current physical and some form of insurance on file. To be eligible to play, a student may not have failed more than one class the previous semester and may not be retained for the current school year.

In addition to policies of coaches of each sport, a student must be present 50% of a school day to be eligible to practice or play in a game that day. Students who sign out after 11:30 a.m. will be allowed to participate by presenting a documented, non-parent note (court, doctor, etc.), to the coach or sponsor. Students who sign out before 11:30 a.m. are counted absent for the day.

Students suspended from school, placed in Alternative School, or expelled may not participate until after the disciplinary period is completed. If a student is in ISS and the time assigned ends that day, he or she is eligible to play or practice that afternoon. If the assigned time continues the next day, he or she is not eligible to play in an official game but may practice that day. Exemplary attendance, as well as commendable conduct on and off school campus, is expected by the school administration, faculty, staff, and fellow students.

Coaches or the Athletic Director have the right to remove a student from play or from the team altogether due to poor sportsmanship or failure to maintain appropriate behavior or academic standing in the classroom setting. Their decision will be final.

NOTE: Students shall ride JCMS bus transportation to and from all sporting events. Students will not be allowed to ride to and from sporting events with parents.

Medical Attention for Athletes by a Physician or Medical Professional

It is the responsibility of the student-athletes and their parents/guardians to communicate and provide written documentation to their head coach anytime they are under the medical care of a physician or licensed medical professional. Any documentation limiting a student’s level of participation will be followed, unless written documentation from a physician or licensed medical professional clears them of the restriction(s). Neither a student, parent nor Jasper County School employee has the authority to override restrictions/limitations issued by a doctor or medical professional. Students who participate in any school sponsored athletic program must ride the bus to and from athletic events. Only in rare cases will a student be permitted to ride home with parents or other individuals. In the event this is necessary, prior written permission must be obtained from the administration. Practices conducted inside the building are closed to spectators.

Faculty and Staff of Jasper County Middle School  2018 - 2019

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
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<tr>
<td>Marrett</td>
<td>Cheryl</td>
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<tr>
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<tr>
<td>Andrews</td>
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Section 504 Procedural Safeguards

1. Overview:
Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

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.

Parent and Family Engagement Opportunities
Jasper County Middle School 2018-2019

- Back to School Rally: July 29 @ JCHS
- 6th Grade Orientation: August 6 @ JCMS
- Open House: August 8 @ JCMS
- Infinite Campus/Parent Portal And Copyright Piracy Parent Meeting: Augusts 14 @ WPES
- Title 1 Annual Parent Meeting: September 20 @ JCMS
- PBIS Informational Parent Meeting: October 23 @ JCMS
- District Wide Parent Meeting: November 6 @ Shady Dale
- Career Awareness Parent Meeting: January @ JCMS
- Family Engagement Conference: February @ Macon
- Test Prep for Parents: March @ JCMS
- Review and Revise Parent Meeting: April 18 @ JCPS
School Parent and Family Engagement Policy

Jasper County Middle School
School Year 2018-2019
Revision Date July 1, 2018

In support of strengthening student academic achievement, Jasper County Middle School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

The Jasper County Middle School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).

- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.

- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.

- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
  - Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
Parents play an integral role in assisting their child’s learning. Parents are encouraged to be actively involved in their child’s education at school. Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child. Other activities are carried out, such as those described in Section 1116 of the ESSA.

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

- **JOINTLY DEVELOPED**
  - **Jasper County Middle School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Jasper County Middle School (JCMS) involves all parents in the development of the school parent and family engagement policy and in the planning, review, and improvement of parental engagement programs. During the spring, all parents are invited to participate in a meeting to provide suggestions and ideas to improve the Parent and Family Engagement Plan for the upcoming school year. Flyers in both English and Spanish are sent to all parents along with school and district website posting, call outs, and Monticello News articles informing parents and community stakeholders of this meeting. A second meeting is held to offer additional opportunities for involvement. These meetings are held at community locations to encourage parent participation and at times suggested by parents. The school may offer transportation and child care services if funds are available. During these meetings, the District Improvement Plan (CLIP), the School Wide Improvement Plan (SWP), the LEA (district) Parent and Family Engagement Plan, and the School-Parent Compact are also available for review and discussion. Discussions are also held concerning the funds reserved for parent and family engagement activities and how they should be budgeted. A translator is available at the meetings to assist parents with limited English proficiency. Feedback forms are provided for parents to offer suggestions during these meetings or at any time during the year. The plans and Feedback Forms are available at all parent meetings. A discussion of the plans is included as an Agenda Item for the spring School Governance Team meeting. Also, the plans are posted on the school website and in the Parent Resource Center. The plans are available in the Jasper County Board of Education Office for two weeks during May for any community stakeholder to review and offer feedback. Annual evaluation surveys are conducted in the spring to add additional feedback before the plans are revised. All feedback from parents and community stakeholders is taken into consideration as the plan is revised annually. Parents and community stakeholders are members of the Comprehensive Needs Assessment Committee. It is the responsibility of the school Family Engagement Partner (FEP) to submit any parent comments to the district, if the Title I School Wide Plan is not satisfactory to parents. After the plan is revised, it is included in the Beginning of the Year Packet and distributed to all parents. Plans are also available on the District and/or School website, in the Parent Resource Center, and at the Jasper County Board of Education Office. Plans are in an understandable and uniform format and are translated in order to be provided in a language the parents can understand.

- **ANNUAL TITLE I MEETING**
  - Jasper County Middle School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of
the Title I program, the parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- All JCMS parents are invited to attend the **Annual Title 1 Meeting to be held in September** to inform parents of the requirements of Title I and the school’s participation. Parents will also be informed of their rights under Title I at this meeting. Parents will learn about the components of the JCMS Family Engagement Plan, the SWP, and the School-Parent Compact. At this meeting the Title 1 requirement for 1% of the Title 1 Funds to be allocated for Family Engagement is explained and expenditures for the previous year noted. The purpose of this meeting is to disseminate information only and is not used as an opportunity for gathering input into the Family Engagement Plan and School-Parent Compacts.

- The exact date and time for the meeting will be communicated in multiple ways, such as flyers from the school, a school call out, and notice in *The Monticello News*.

**COMMUNICATIONS**

- **Jasper County Middle School** will take the following actions to provide parents of participating children the following:
  - Timely information about the Title I programs
  - Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
  - Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:
    - In order to communicate effectively with our parents as equal partners:
      - JCMS distributes the Family Engagement Plan to all parents by including it in the Beginning of the Year Packet. The Plan is also posted on the school website and available in the Parent Resource Center and in the Front Office. The plan is available in Spanish for our English learners.
      - JCMS will host Parent Forums/Workshops to assist our parents in their support of their students’ academic achievement. These meetings will be scheduled at various times and locations in the community, as well as at JCMS, in order to reach out to all parents. On the morning following the parent meetings, the Family Engagement Partner will redeliver the information for any parents who were unable to attend the night meeting. When possible, meetings will be videoed and posted on the webpage. Dates and times will be communicated in multiple ways, such as, flyers, website postings, school calendars, call outs, text messages, and *The Monticello News*. The messages will be translated and interpreters provided at the meetings to the extent practicable. Transportation and child care may be provided for these meetings if funds are available.
      - JCMS will provide every staff member with an email address to send and receive messages.
      - JCMS will provide every teacher with an interactive webpage for posting important information.
      - JCMS will provide parents/students with a Student Handbook.
      - JCMS will use the call-out system One Call Now to notify parents of upcoming events and school and student accomplishments. Messages are available as audio or text messages. Email and Remind text messaging will also be utilized.
      - JCMS will provide written communication, whenever possible, in the parents’ native language.
      - JCMS will maintain and update regularly the school website and calendar.
• **SCHOOL-PARENT COMPACT**
  - *Jasper County Middle School* will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards.

  - *JCMS and our parents and students develop a school-parent compact, which is an agreement that parents, teachers, and students develop that explains how parents, students, and teachers will work together to make sure all our students reach grade-level standards. The compact is reviewed and updated annually. Parents are invited to make suggestions and work jointly in developing the compact for the following year at the spring annual review meetings. Feedback forms are used for additional collaboration. Meetings are also held with staff and students to share the responsibility for improved student academic achievement and the development of a partnership to help children achieve the State’s high standards. The School-Parent Compact is distributed to all parents in the Beginning of the Year Packets and posted on the school website. Parents, students, and teachers sign the compact. These compacts are referred to throughout the year during parent/student/teacher conferences to further encourage cooperation.*

• **RESERVATION OF FUNDS**
  - If applicable, *Jasper County Middle School* will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

    - *JCMS will include an explanation of the how the 1 percent of Title I, Part A funds reserved for parent and family engagement is allocated during the Annual Title I Meeting. Expenditures for the previous year will also be noted.*
    - *JCMS will seek input from its parents on how these funds should be allocated at the spring parent meetings and also in the End of Year Parent Survey. This feedback will be used during the budget process.*

• **COORDINATION OF SERVICES**
  - *Jasper County Middle School* will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

    - *Jasper County Charter System consists of four schools each having a Family Engagement Partner (FEP) to coordinate parent and family engagement opportunities at the district and school level. The Jasper County Preschool/Head Start Family Services Coordinator is invited to the monthly FEP meetings to ensure the coordination of parent and family engagement programs at all levels.*
● JCMS will collaborate with Jasper County Family Connections (the umbrella organization for the Community Assistance Outreach Program for Jasper County) to meet the needs of our students by participating in such events as The Back To School Rally and other community events.

● JCMS will partner with the Jasper County Mentor Program to provide mentors for our most at risk students.

● JCMS will continue to support the FERST Foundation, which supports literacy across Jasper County by providing a book a month to children from birth through five years of age who register.

● JCMS will cooperate with the ML&J Fund for Children to provide school supplies and other resources for our economically disadvantaged students.

● JCMS will continue to partner with the Get Ahead House/Carrera Program (program funded through Morehouse College for at-risk minority students in Jasper County).

● JCMS will provide a Parent Resource Center (PRC) located in the Check In Office with pertinent parent and family engagement resources and school information. Additional resources are also available in the Media Center. A computer is located in the PRC for parent use and internet access. The PRC is open Monday through Friday from 7:30am to 3:00pm during the school year.

● JCMS will participate with the elementary and high school to provide the annual orientation meetings for parents of entering sixth grade students and exiting eight grade students in the spring of each school year. Also, JCMS works closely with the JCHS to support eighth grade transition.

BUILDING CAPACITY OF PARENTS

● **Jasper County Middle School** will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and

- Materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement

- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State’s academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child’s progress
  - How to work with educators to improve the achievement of their child

- **JCMS provides instruction in core content areas as determined by the Georgia Standards of Excellence (GSE), Georgia Performance Standards (GPS), and the Jasper County Board of Education. Unit pre and post assessments and Measures of Academic Progress (MAP) are administered throughout the school year. The Georgia Milestones End of Grade Assessment is administered in May.**
Throughout the school year JCMS will work directly with the district to host parent forums to provide assistance in understanding the GSE, the Georgia Milestones, the Title 1 Part A Requirements, strategies to support their child’s academic progress, and ways to partner with teachers to support their child’s academic achievements. A major focus this year will be math workshops for parents and families. The dates and locations for these forums will be posted in multiple ways. Topics for these meetings are chosen by reviewing the suggestions offered by parents in the End of the Year Survey and during prior parent meetings.

JCMS will also work with the district and the technology department to sponsor a parent workshop to assist parents in understanding how to use Infinite Campus Parent Portal. This meeting will include education about the harms of copyright piracy. This workshop will be held on Thursday, August 23, 2018, at 6:30pm at Washington Park computer lab. The date and location for this workshop will be posted in multiple ways.

In an effort to build parent capacity for strong parent and family engagement JCMS will also:

- Provide monthly Parent Newsletters and activities that parents can do at home to help students in the learning process.
- Have the school’s FEP maintain a web page which provides parents with information on parenting and improving student achievement.
- Educate parents on the right questions to ask school leaders and teachers.
- Inform parents on “Understanding Career Pathways.”
- Report student progress to parents through mid-term progress reports and report cards every nine weeks grading period. Also, grades are available to all parents through the Infinite Campus parent portal.
- Schedule two (2) parent-teacher conference days: October 19, 2018 and March 22, 2019. Additional conferences are available by emailing the teacher or calling the school office at 706-468-2227 to schedule an appointment.
- Encourage parents to attend and/or serve in leadership positions on the School Governance Team.
- Encourage parents to be a part of the JCMS Parent Volunteer Program to assist with special events and to work voluntarily at the school with teachers.
- Have the school counselor provide support to parents when responding to referrals and maintain a webpage which provides information to parents on topics of interest and pertinent for their child’s healthy social and emotional growth.
- Invite parents to participate in the Response to Intervention (RTI) process.

BUILDING CAPACITY OF SCHOOL STAFF

Jasper County Middle School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

JCMS will provide professional learning during faculty and staff meetings on ways to better communicate with parents such as: instruction in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, and how to implement and coordinate parent programs in order to build ties between home and school. Modules and videos for Professional Development provided by the Georgia Department of
Education will be utilized. Parents will be encouraged to participate in the trainings by helping develop the training or by facilitating the training.

- JCMS will train their teachers in the use of online translation tools in order to provide information in a format, to the extent practicable, in a language the parents can understand.

- **Jasper County Middle School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

### DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT

#### POLICY COMPONENTS

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.

  *JCMS parents will provide input as to which Modules and videos for Professional Development should be selected and by facilitating the trainings whenever possible.*

- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.

- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

- Train parents to enhance the engagement of other parents.

- To maximize parent and family engagement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.

  *JCMS will maximize family engagement participation by scheduling school meetings at a variety of times and varying the locations of the meetings throughout the community. Information from night meetings will be redelivered the following morning. Meetings will be videoed and posted online when possible.*

- Adopt and implement model approaches to improving parent and family engagement

- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.

  *The School Governance Team will serve in this capacity.*

- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.
JCMS will encourage community involvement by inviting community stakeholders to serve on the School Governance Team, establish partnerships with local businesses, and invite local businesses and community service representatives to actively participate in our STEAM classes.