

East Jackson Middle School

1880 Hoods Mill Road
Commerce, GA 30529

Phone: (706) 335- 2083
www.jackson.k12.ga.us/ejm

Fax : (706) 335-0935

Tiffany Barnett
Principal

Jodi Alexander
Assistant

Principal
Student Handbook
2017-2018

Vision Statement

Student success through leadership, character, and performance

Mission Statement

The mission of the Jackson County School System is to provide and support challenging and rigorous educational opportunities to ensure academic excellence for all students in a safe and caring learning environment.

This agenda belongs to:

Name _____

Phone _____

Address _____

Grade _____ Locker # _____

Homeroom Teacher _____

Bus Number _____ Bus Driver _____

**District School Calendar
2017-2018**

Teacher Pre-Planning	July31, Aug 1-3, 2017
Open House from 5:00pm to 7:00pm	August 1 and 2, 2017
1st Day of School	August 4, 2017
Labor Day	September 4, 2017
Student Holiday/Teacher Planning	October 11, 2017
Student/Teacher Holiday	October 12-13, 2017
Thanksgiving Holidays	November 20-24, 2017
Winter Break	December 20-Jan 3, 2018
Student Holiday/Teaching Planning	January 3, 2018
Martin Luther King Jr. Holiday	January 15, 2018
Student/Teacher Holiday or Weather Day	February 19, 2018
Student Holiday/Teacher Planning Day or Weather Day	February 20, 2018
Student Holiday/Teacher Planning Day or Weather Day	March 12, 2018
Spring Break	April 2-6 2018
Last Day of School	May 23, 2018
Teacher Post-Planning	May 24-25, 2018

COMMUNICATION

An effective form of communication is through email, Eagle News, teacher/school webpage or school FACEBOOK page. In addition, parent/teacher conferences may be held at any time during the school year. If you would like to schedule a conference with any faculty member, please contact the school and arrangements will be made. The counselor is also available for conferences to discuss concerns you may have that concern your students' academic success. We ask that you do not come to school to talk to a teacher without prior notification, and that you first check with the front office before going to any classroom. A parent wishing to visit a classroom should submit a written request to the principal. The principal will contact the parent to provide guidelines and arrange a suitable time. All written communication should be a signed note, with a phone number. All notes need to be verified by the school secretary. Parents may also communicate with any faculty member via e-mail.



<https://www.facebook.com/ej.middle>



https://twitter.com/EJMS_Eagles



Sign up for important updates from Mrs. Barnett.

Get information for East Jackson Middle School right on your phone—not on handouts.

Pick a way to receive messages for EJMS 17-18:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/b7chf3

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @b7chf3 to the number 81010.

If you're having trouble with 81010, try texting @b7chf3 to (385) 393-2631.

* Standard text message rates apply.



ARRIVALS (LATE) AND EARLY DISMISSALS

The school day begins at 8:15am and ends at 3:35pm. Car riders will be released at 3:30pm. Students are required to arrive on time and remain at school for the entire day unless legally excused. Students who arrive to homeroom late (after 8:15 am) or leave school before the end of the regular school day must report to the front office to check-in or check-out. Documentation stating the reason for the tardiness or early dismissal may be required.

Students are NOT to be on campus prior to 7:50 am. Students must be picked up by 3:45 pm unless they are attending a supervised school function or activity. Permission to attend these after school activities must be granted prior to the day of the activity.

If a student must be picked up before school is out, the parent/guardian should come into the office and sign the student out. Identification is required for all check-outs.

Please avoid student checkouts after 3:00pm, if possible. If your child is a car rider, you should wait for your child in the pickup line rather than in the front office. In addition, the school must have verifiable proof of permission if someone other than a parent/guardian is signing a student out of school. Telephone messages giving students permission to leave school property will not be accepted since the caller cannot be identified.

Arriving late and/or checking out early without valid reasons are violations of the compulsory school attendance law and will be subject to the same consequences as non-attendance. We request parents who need to make a transportation change notify the school office prior to 3:00pm, if possible.

ATHLETIC PROGRAM AND ELIGIBILITY

State Board of Education policy on extracurricular activities regulates many events that occur during the school year. The year is defined as August 1 through the end of the school year for students. The policy does not cover activities occurring from the end of school until August 1st. However, no pressure can be applied for a student to participate in a program during the school year. At the middle school level this policy addresses only those activities that include competitive events between schools. At EJMS, only interscholastic athletes and cheerleading fall under these guidelines.

Football, basketball, cheerleading, fast pitch softball, cross country, baseball, wrestling, golf, tennis and track make up the athletic program at EJMS, and we encourage participation by both boys and girls. To represent our school and community on an athletic team is a privilege and an honor, and every participant must meet certain expectations if the program is to be successful:

- Students and parents must sign a school Code of Conduct to be on an athletic team.
- Set good examples for friends and peers by demonstrating good leadership, good attitude, and good sportsmanship.
- Poor conduct in classrooms, on buses or showing disrespect for teachers will not be tolerated and could result in suspension or dismissal from teams.
- Students must carry school insurance or provide proof of other coverage.
- Students must have a current physical examination form on file at the school.
- If an athlete is counted absent, s/he may not participate in practice or compete on the day(s) of the absence.
- If an athlete is assigned ISS or OSS, s/he may not practice or compete on the day(s) of the suspension.
- If an athlete is assigned to the Alternative Experience, they will not be allowed to participate in any athletic programs while in the Alternative Experience.

To be academically eligible to participate in extracurricular activities: students must pass 3 out of 4 academic classes (Math, Science, Social Studies, and Language Arts) and 1 out of 2 Connections classes (P.E., FACS, Band, Chorus, Art, AG Tech, BCS, and Health) in the semester before participation.

Football:

Open to all EJMS 7th and 8th grade students. Seventh grade students have the option of participating in either middle school football or recreation football.

Baseball, Basketball, Wrestling, Softball, Cheerleading, Tennis and Golf:

6th, 7th, and 8th graders will be able to try out and play a Middle School Schedule

BEHAVIOR – SCHOOL WIDE EXPECTATIONS

<u>Expectations</u>	<u>Cafeteria</u>	<u>Hallway</u>	<u>Commons Areas (Breezeway, Gym, Media Center, Flex)</u>	<u>Restroom</u>	<u>Bus and Bus Dismissal</u>	<u>Classroom</u>
<u>Good Judgement</u>	Use inside voice Wait your turn in line	Keep hands and feet to yourself Control voice volume	Keep hands and feet to yourself Use school appropriate language	Take care of personal business quickly	Stay in your seat when bus is moving Keep hands and feet to self Talk softly THINK	Stay on task Follow classroom rules THINK
<u>Responsibility</u>	Clean up after yourself Put trays away as instructed	Walk on the right side of hall	Report directly to your destination Stay in designated area	Keep it clean (flush and wash)	Follow all bus safety rules Sit in your assigned seat or area	Participate Ask questions Finish work
<u>Integrity</u>	Be polite Use YOUR manners	Be respectful of others and their property	THINK; is it T – true? H – helpful? I – inspiring? N – necessary? K – kind?	Be respectful of yourself and other THINK	Respect bus driver, passengers and property Use appropriate language	Keep conversations on topic Respect others views THINK
<u>Preparedness</u>	Know your student # Bring lunch with you (if not buying)	Have two feet in the door by tardy bell Teacher’s permission if not with class	Have permission to be there THINK	Use restroom break time appropriately	Be attentive and listen for your bus number Gather your things together before bus stops	Have: Something to write with and on Completed homework and assignment

DRESS CODE:

Clothing should not disrupt the learning environment. Administration may REFUSE ADMISSION to class or to school for any student who is in violation of the dress code. Students who violate the dress code will be asked to correct the problem in the least disruptive manner. Repeated violation of the dress code may result in administrative referral.

GENERAL:

- Clothing should not interfere with learning or impinge upon the rights of other students including, but not limited, to the following: gang symbols, racial or sexual connotations, drugs, alcohol, tobacco, double meaning, inappropriate slogans, profanity or obscene language

FACIAL:

- Any jewelry deemed to pose a safety hazard will not be allowed. Administrator discretion will be used

FEET:

- Shoes must be worn at all times
- No house shoes or slippers

HEAD:

- No hats, head coverings (except for religious reasons), bandanas, or stocking caps are to be worn in the building
- No sunglasses in the school building

LOWER BODY:

- No pajama bottoms
- No undergarments should be seen
- Jeans/pants, shorts, dresses, and skirts must extend beyond fingertip length (when arms are extended straight down and touching the front of the legs)
- No clothing with holes exposing the skin above fingertip length
- If tights and leggings are worn as a bottom, the entire rear must be covered by shorts, a skirt, a dress or a long shirt

UPPER BODY:

- No see-through or sheer tops unless a second layer is worn underneath that meets dress code
- All tops and dresses must be at least 2.5 inches in width on the shoulder.
- Males - no sleeveless shirts with arm holes that expose the chest area
- No cleavage or undergarments should be seen
- No mid-drift should show when arms are extended above the head

CARE OF PROPERTY

East Jackson Middle School is a clean, well-equipped facility of which each student can be proud. Students are urged to take pride in the appearance of the school, the buildings, furniture and surroundings. The physical condition of the school is reflective of the type of students and teachers in the school. Students will be required to pay for damage they cause to school property. Students will be given

an agenda at the beginning of the school year. The agenda is a daily planner that each student must write assignments in and bring to class. It is also to be used as a hall pass. The first agenda is free. If a student loses his or her agenda it must be replaced and the cost is \$6.00. **The agendas should be treated as a textbook and should not be bent, folded, torn out pages or destroyed. The students' teachers have the authority to make a child purchase a new agenda if mistreated.**

CELL PHONES

Students are not permitted to use any personal electronic communication device at school without permission from a classroom teacher or administrator. This includes using cell phones (including texting a parent/guardian), during instructional time. This includes the hallways, between classes, and in the restrooms. Phones may only be used with the permission of a classroom teacher or administrator.

If a student is in violation of the cell phone policy, the follows will occur:

- 1st offense: The phone will be taken to the front office and the student may pick it up at the end of the day.
- 2nd offense: The phone will be taken to the front office and a parent/guardian must pick it up.
- 3rd offense: The phone will be taken to the front office and a parent/guardian must pick it. Repeated violations will be considered chronic AND the offense could result in a discipline referral. A consequence will be assigned following the school-wide discipline plan.

NOTE: The school and/or school officials are NOT responsible for the recovery of lost, stolen, or damaged items.

GENERAL EXPECTATIONS OF STUDENT CONDUCT

One of East Jackson Middle School's primary goals is to assist the student in learning and using appropriate behavior in a variety of settings. Therefore, we use a behavior development system that emphasizes appropriate behavior. The student behavior code is in place during the following times and in the following places:

- At school and on school property at any time.
- Off school grounds at school activities, functions or events, and while traveling to such events.
- On vehicles provided for student transportation by the school and/or system.

Each student is expected to demonstrate the following appropriate behaviors:

- Demonstrate respect for self and others
- Demonstrate courtesy to others
- Behave in a responsible manner
- Attend school regularly
- Be on time and prepared for each class
- Remain on task and complete assignments during each class period
- Dress appropriately
- Respect other individuals' property as well as school property
- Avoid violation of the school code of conduct

PERSONAL PROPERTY AND CONTRABAND

Students should keep inappropriate personal property and/or contraband at home. This includes any food, drink, electronic equipment or any objects that deter or interfere with classroom instruction, operation of a school bus, and/or general operation of the school facility. Examples include, but are not limited to playing cards, computer games, yo-yos, dice, etc... mirrors, lasers, flash cameras, or any other light or reflective devices might interfere with the operation of a school bus and are not permitted. Any items of this nature will be confiscated and returned to the parents. **School Officials are NOT**

responsible for the recovery of lost, stolen, or damaged items.

DISCIPLINE

EJMS believes all students are entitled to attend school in a safe learning environment free from distractions which interfere with their learning process. The EJMS progressive discipline model, required by state and federal law, is divided into three levels. This progressive discipline process is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior. Previous discipline history of the student and other relevant factors will be taken into account and all due process procedures required by federal and state law will be followed.

In addition to school behavior expectations, the Jackson County School System Code of Conduct governs all activities on school property and school-sponsored events. This Code of Conduct is issued to all students at the beginning of each school year. Students and Parents/Guardians will be asked to sign a form indicating that they have received the brochure and understand its contents.

Any time a student is referred to an administrator for a disciplinary action, parents will be notified via the contact information on record provided by parents/guardians. In addition, students are not allowed to contact anyone outside of the school regarding a discipline incident unless authorized by an administrator. This interferes with the investigation of disciplinary matters.

Possible administrative consequences that are assigned by an administrator for office referrals resulting in the school wide discipline plan being exhausted are:

1. Administrative Conference
2. Parent/Student/Administrator Conference
3. Administrative After School Detention
4. Clean-up detail (when applicable)
5. Loss of extracurricular activities (when applicable)
6. ISS
7. OSS
8. Chronic disciplinary contract
9. Referral for a Disciplinary Hearing

Committing one of the following offenses could result in out of school suspension for more than 3 days and a discipline hearing. It is also possible the Sheriff's Department will file charges against the student.

- Fighting or physically assaulting another student.
- Disorderly conduct/disrupting the normal operation of the school environment
- Bullying, hazing, extortion, intimidation, harassment of fellow students or threats which cause students to fear for their safety
- Gang activity or suspected gang-related activity (including any representation of gang affiliation)
- Possession of, distribution of, or possession of drugs/alcohol or any substance represented to be drugs or alcohol
- Sexual harassment
- Obscene language, threats, gestures of intimidation towards staff or students
- Use or possession of tobacco or tobacco related products (lighters)

- Possession, distribution, use of or threatened use of firearms, weapons, explosives, and incendiary devices (this includes “look alike” firearms, explosives, and incendiary devices)
- Destruction or defacing school property, including intentional damage to school buses
- False emergency calls or setting off false fire alarms
- Verbal, physical, or sexual assault or battery
- Engagement in any inappropriate sexual touching or indecent behavior
- Racial Slurs

The school administration reserves the right to assign alternative consequences when appropriate. Any student who has been in ISS/OSS may not participate in any school function on the date of assigned ISS/OSS. This includes athletic practices and games, club activities, dances, competitions, or any other school function.

IN-SCHOOL SUSPENSION

- In-School Suspension will be housed at EJMS for all grade levels
- Students are assigned to in-school suspension (ISS) as a result of inappropriate behavior
- While in ISS, students are to complete work/assignments provided by team teachers
- Students are not counted absent from school when assigned to ISS.
- Teachers will send assignments for students in ISS and they must be completed and checked by the ISS teacher
- Students **may** receive additional days of ISS if work is not completed satisfactorily
- While in ISS, students must raise their hand for permission to talk
- Students may not sleep or rest their head on their desk
- All assigned days must be served. Absences and partial days must be made up before the student is dismissed from ISS
- All rules of the Jackson County School System and East Jackson Middle School apply. Failure to comply with these rules may result in out-of-school suspension
- Students eat lunch in the ISS room.
- If a student is assigned ISS, they may not be allowed to attend any after school event.

OUT-OF-SCHOOL SUSPENSION

- Absences due to OSS are unexcused.
- Teachers are not required to provide work to be completed during OSS. However, parents and/or students may request make-up work at the discretion of the teacher.

GRADING SYSTEM FOR MIDDLE SCHOOL

Jackson County students in middle schools receive standards-based report cards each quarter. The purpose of the standards-based report card is to provide specific information on student learning related to the standards established by the state of Georgia. Students in grades 6-7 will receive numerical grades for each standard as well as an overall numerical grade for each course.

The grading scale will be:

- A: 90-100
- B: 80-89
- C: 70-79
- F: Less than 70

Students will receive a numerical grade for each academic and connections class.

Grade Reporting

Student Success through Leadership, Character, and Performance

Report cards will be sent out 4 times a year. There will be a parent/teacher/student conference held during first and second semester of the academic year. Additional conferences may be scheduled as needed or as requested by parents throughout the year. We ask that parents sign progress reports and return them to school as promptly as possible.

MEDIA CENTER

The media center operates on an open policy, permitting students to check out two books for two weeks at a time unless they receive permission from the media specialist to check out more than those two items. The media center contains a varied and up-to-date collection of books (including audio books), and newspapers, as well as computers with Internet access. At the beginning of the year, students will receive an orientation concerning the media center and its use. Due to the cost of these the audio books, your permission is required to assume responsibility for lost or damaged items. Outstanding books at the end of the year must be paid for in full.

MEDICATION

Middle school personnel will administer medication to students only under the following conditions:

1. Parents or guardians must bring the medication to the school in the original container with dosage information and doctors orders,
2. All medication must be properly labeled and stored by school personnel,
3. Prescription medications should be in the original container, complete with doctor's dosage instructions and any applicable warning labels.

By law, the school can dispense medication to students only if the proper authorization form is signed by a parent and on file at the school. We are no longer allowed to gain parental permission over the phone, nor can we give any medication that is not sent from home according to the established guidelines and procedures. No student may keep any medication in their possession including non-prescription drugs such as Tylenol, etc.

PARENT INVOLVEMENT OPPORTUNITIES

Parent volunteers are essential for the maximum operation of a successful school program. The administration and staff at EJMS recognize the many talents housed in our community.

Involvement opportunities include:

- Greeting car riders and bus riders in the mornings
- Assisting teachers with bulletin boards
- Assisting in the media center

If you would like to serve in some capacity as a volunteer, please contact the school.

PTSO AND SCHOOL COUNCIL

We encourage all parents to become actively involved at East Jackson Middle School by participating in the PTSO. Meeting dates and times will be advertised through our webpage and Monday Mail. Parents interested in participating in School Council should notify Ms. Barnett.

PHOTO/VIDEO RELEASE

Your student may be photographed, interviewed or videotaped for stories/articles promoting our school or the school system. These stories may appear in newspapers or on television. No fee or other compensation will be given to use photographs, videotapes, audiotapes, artwork, and class work of my child for promotional and/or educational purposes. **Complete the Photo/Video Release Opt-Out Form if you “Do NOT” give permission for your student to be photographed, interviewed or videotaped for stories/articles promoting our school or the school system.**

PROMOTION/RETENTION POLICY

To meet promotion criteria, students must pass 3 out of 4 academics with a minimum yearly average of 70 and show sufficient academic growth in both reading and mathematics.

SCHOOL CLOSINGS

In case of extreme weather conditions or other emergency situations, information regarding school closings will be broadcast over local Athens and Gainesville radio stations. Every attempt will be made to limit circumstances under which plans will be altered after the school day has begun. In addition, you may receive a call from our communication calling center provided we have a correct, valid number on file.

VISITORS

Parents, guardians, and other visitors are always welcome at the middle school, but we ask that all visitors check in at the office and wait for accompaniment throughout the building. This allows us to provide for the safety and welfare of all students. Parents wishing to meet with teachers or teaching teams are encouraged to call the school ahead of time so that a mutually convenient appointment can be arranged. We welcome parents to observe in your child’s class. Please make arrangements with the principal or teacher 24 hours in advance.

WITHDRAWALS

Students who are planning to withdraw during the school year should notify the school of the move as soon as possible. On the last day of attendance, the student should give the school the name and address of his/her new school if possible. This will greatly increase the speed with which records can be sent. The student should also report to the main office during the final day of attendance to formally withdraw and complete a withdrawal form.

SCHOOL-PARENT COMPACT

2017-2018 School Year

Teachers, Parents & Students – Together we can build a Bridge to Success!

What is a School-Parent Compact?

- “Compact” is another word for “contract or agreement.” *The East Jackson Middle School Compact* is an agreement between parents, students, and the school (teachers and staff).
- The purpose of the *School-Parent Compact* is to foster student achievement. By signing the *School-Parent Compact*, East Jackson Middle School teachers, staff, parents, and students agree to work together to share the responsibility of helping students meet or exceed state, district, and school academic/achievement goals.

Jointly Developed:

- Parents, students, teachers, and staff developed this *School-Parent Compact* through input collected at Title I Parent Involvement meetings, Students Leadership Council Meetings, and Leadership/Faculty meetings.
- The *School-Parent Compact* is updated every year to include parent, student, teacher, and staff input. Parent, student, teacher, and staff comments are welcome at any time during the year.
- Language translation of materials and documents shared with parents/guardians of students at EJMS will be made available upon request
- All students and parents/guardians of students at EJMS have had the opportunity to discuss the contents of, and have a copy of this compact.

BUILDING PARTNERSHIPS AND PARENT INVOLVEMENT:

Parents can access teachers and staff via:

- Title 1 Parent Workshops held regularly in the afternoons and evenings
- Parents are welcome to volunteer in the classroom especially in areas such as writing and mathematics
- School events and curriculum nights, etc
- Conference appointments with your student’s teacher can be scheduled any time by emailing the teacher or calling the school
- Classroom observations – parents are welcome and encouraged to observe/sit in on a class). Advance notice is required. Please contact the teacher to schedule a visit in your student’s classroom.
- By visiting the Parent Resource Center located in Room 206

OUR GOALS FOR STUDENT ACHIEVEMENT:

- District Goals
 - Provide all students with a quality academic experience
 - Individualize the student learning experience
 - Prepare students for the future
 - Allocate resources to district goals
 - Value and promote school, parent, and community partnerships and relations
- School Goals
 - 45% of students will score at a level 3 (Proficient) or higher in English Language Arts as measured by the Georgia End of Grade Assessments (EOG)
 - 41% of students will score at a level 3 (Proficient) or higher in math as measured by the Georgia End of Grade Assessments (EOG)

Student Success through Leadership, Character, and Performance

- o Individualize the student learning experience

SCHOOL RESPONSIBILITIES:

EJMS understands the importance of the school experience for every student. We as teachers/administrators will support all students in the following ways:

- EJMS will provide weekly communication to parents/guardians of school events in a timely, efficient manner via social media, websites, newsletter, flyers and REMIND text.
- EJMS will provide multiple opportunities for students to master the standards, encouraging each student to learn according to their own abilities and strive for excellence.
- Clearly communicate classroom and school expectations and promote integrity and citizenship within and outside of classroom

PARENT/GUARDIAN RESPONSIBILITIES:

I understand that participation in my student's education will help his/her achievement and attitude. In order to encourage my student to see school as a priority, I agree to:

- Promote open lines of communication between the school and home.
- Expect and support high academic achievement, model behavior, respect for self, others, and property from my child.
- Participate in parent-teacher conferences, open houses, and other school activities and events.
- Discuss with my student school policies as outlined in the JCSS handbook and holding him/her accountable for appropriate school behavior

STUDENT RESPONSIBILITIES:

I know my education is very important. It will help me to become a success in life. I will share the responsibility of my learning in the following ways:

- Respect teachers, administrators, peers, and school property at all times.
- Assume responsibility for my own actions and understand the consequences for my actions.
- Complete all assignments on time and with my best effort.
- Provide my parents/guardians who are responsible for my welfare with all notices and information received by me from school in a timely manner.

SECTION 504 PROCEDURAL SAFEGUARDS

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 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. Please contact the Jackson County Board of Education Office at 706-367-5151 and ask to speak with the Section 504 Coordinator if you have any questions.

STUDENT BULLYING:

In compliance with Georgia State Law, House Bill 1125, Section 1 Code section 20-2-751.4(a)

As used in this Code Section, the term "bullying behavior" means any **pattern** of written or verbal expression or any physical act or gesture that is intended to ridicule, humiliate, intimidate, or cause measurable physical or emotional distress upon one or more students in the school, on school grounds, in school vehicles, at designated school bus stops, or at

school activities or sanctioned events.

The following disciplinary consequences will occur for bullying infractions:

1. Consequence(s) to be determined by school administration
2. Consequence(s) to be determined by school administration
3. Alternative Placement

STUDENT SEARCHES

Student book bags, school lockers, desks, and other school property shall be subject to inspection and search by school authorities at all times without further notice to students and parents.

East Jackson Middle School reserves the right to use “walk-through” and “hand-held” metal detectors and “drug-sniffing” dogs at any school function, including activities which occur outside the normal school hours or off school campus. Students are notified that these metal detectors and drug-sniffing dogs will be used at the discretion of the administrators.

TELEPHONE CALLS

Telephones at the school are for school business only. Students **may not** be called from class to talk on the telephone, nor are they allowed to arrange for outgoing calls except in emergency situations. In an effort to reduce unnecessary use of the phones, office personnel will approve and complete all outgoing calls. Calls will not be made unless a student has their agenda signed by the teacher. Calls of a critical nature may be directed to the principal or assistant principal. Students may not use cell phones to call parents. A phone is available in the office for such purposes.

TRANSPORTATION

The behavior of students while riding school buses is one of the most important factors concerning transportation safety. A school bus driver's attention should always be on the conditions of the road. Unfortunately, students too often distract the drivers, sometimes to the point that drivers must focus all of their attention on discipline problems instead of driving. Students can follow a few rules to make riding buses safe and enjoyable. Violations of these rules may subject the offender to disciplinary action, for example, revocation of riding privileges for a period of time. **Riding the bus is a privilege and not a right.**

- Students shall obey the instructions of the driver any time the bus is being used to transport students to or from the school for any school-related function. Students shall remain in their seats while the bus is in motion, and shall refrain from shouting, whistling, or making any other noises which disturb the driver, and shall refrain from other disruptive conduct such as fighting, pushing, or other physical contact, or verbal profanity, vulgarity, or abusive language while on the bus
- No student shall talk, whistle, shout, or make other noises from the time the bus stops for a railroad crossing until the bus is safely across the tracks
 - No student shall throw any object from the windows of the bus at any time, nor shall any student cause any part of his/her or another person's body to protrude, extend, or project from any window, door, or other opening of the bus at any time
- The bus driver may assign students to sit in particular seats for any reason at any time
- Students on the bus or at a bus stop are expected to behave in a manner that would be appropriate in the classroom. The bus driver may call the police if a student is endangering others or seriously misbehaving

- Bus drivers are asked to not wait for students who are tardy. Students are to be at the bus stop on time each day
- The school system reserves the right to videotape students riding on its buses.
- Students should learn the proper school bus evacuation procedures as instructed by the bus driver
- There will be no eating, drinking, chewing gum, and use of alcohol, tobacco or other drugs while on the bus
- Flowers and balloons may not be transported on the bus because of safety concerns. Parents must make provisions for transporting them
- Bus drivers will provide written referrals to administrators for disciplinary purposes
- Cell phone use is prohibited on school buses. Bus drivers may confiscate cell phones and turn them into the school office. Repeated problems with cell phone use may result in an office referral. **Cell phone use, while on a school bus, will be considered a violation of the cell phone policy**

USE OF TECHNOLOGY

The Jackson County School System's (JCSS) Acceptable Technology Use Policy (ATUP) is to prevent unauthorized access and other unlawful activities, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). As used in this policy, technology includes the physical devices and structures as well as the software and processes that provide for electronic display, creation, removal, and transportation of data, visual, voice, and video content.

The JCSS has a responsibility to utilize protection measures to block or filter, to the extent practicable, access of visual depictions or content which are obscene, pornographic, and/or harmful to minors. The JCSS reserves the right to monitor activity in its technology environment and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. **Users should have no expectation of privacy regarding their use of JCSS technology*!**

It is the responsibility of all employees and consumers of the JCSS to ensure technology is used in a responsible, efficient, ethical, and legal manner and that said activities are conducted in a manner that supports the JCSS's educational and business objectives. These measures are in place to provide for a safe and secure electronic environment.

Acceptable Uses

- Technology use will be limited to the educational objectives established by teachers
- Personal communications must approved by a teacher or school administrator.
- Appropriate behavior as defined by good "digital citizenship"
- Personal information is kept secure by not divulging it over the Internet or with other student users. This includes but is not limited to home address, phone number, user ID, and passwords
- Chat/blogs/e-mail or other means of direct electronic communications will only be utilized when approved by a teacher or administrator and for educational purposes only
- Social Networking sites are utilized only for educational objectives as directed by a teacher or administrator. Examples include but are not limited to FaceBook, MySpace, Twitter, InstaGram, and/or Pinterest

Unacceptable Uses

- Physical damage, vandalism, or alteration of technology equipment or resources.
- Plagiarism in any form
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others (cyberbullying)
- Accessing, transmitting, or downloading offensive, harassing, or disparaging content
- Deleting, copying, modifying, or forging other users' names, emails, files, or data
- Disguising one's identity, impersonating other users or sending anonymous email
- Using another person's account and/or password or identifiers, interfering with another user's ability to access their account(s), or disclosing your own or other's password/account information
- Using the technology for commercial purposes; to include but not limited to personal financial gain, advertising, or promoting personal business interests
- Soliciting for religious purposes or lobbying for personal political purposes
- Accessing, transmitting or downloading large files or a large collection of files, such as iTunes libraries (one example) or full length videos
- "Chain letters" or any type of "pyramid schemes"
- Violating copyright law
- Bypassing or attempting to bypass the security built into systems, internal or external to JCSS, such as using false information, other user logins, and system administration ids or attempt to gain such information. **Immediate revocation of technology privileges for a minimum of one month**
- Bypassing or attempting to bypass Internet content restrictions. This includes but is not limited to anonymizers, proxies, peer to peer networks or other means that allows one to view blocked content or hide their Internet activity. **Immediate revocation of technology privileges for a minimum of one month**
- Illegal purposes
- Altering the configuration of any technology
- Use teacher or administrator assigned technology without direct supervision of said person
- Installing or attempting to install any software
- Attempting or installing malicious software or devices into/against any technology platform. This includes but is not limited to viruses, worms, trojan horses, frequency jammers, and personal wireless networks. **Immediate revocation of technology privileges for a minimum of one month**

Penalties for Unacceptable Use

- Parent(s) and/or guardian(s) shall be responsible for damages, losses or costs incurred by the school system relating to or arising from any violation of the rules by your child. Physical damage/loss will be calculated using replacement cost. Damages/losses requiring service personnel will be based on the servicing entities costs to the school district
- The use of JCSS technology is a privilege, not a right, and misuse will result in the restriction or cancellation of said privileges within the JCSS and other applicable Code of Conduct discipline measures

If applicable, appropriate law enforcement authorities will be notified immediately of illegal activity and/or computer fraud

*Jackson County Schools Technology and systems include but are not limited to:

- Desktop computers, laptop computers, network equipment, network cabling, wireless networks, servers, projectors, SmartBoards, wireless network access points, document cameras, printers, fax machines, telephones, point of sales machines, televisions, video announcement monitors/boards, Internet, Internet content filters, firewalls, caching engines, heating/air conditioning controls, electrical controls, intercom, video surveillance, cameras, camcorders, MP3 players, iPods, tablet computer

BYOT Agreement for Jackson County School District's Technology

Student Success through Leadership, Character, and Performance

In an effort to promote attitudes and behavior which are enabling and empowering of students, faculty, staff, support personnel, and guests (stakeholders), the Jackson County School System will allow personal technology to utilize JCSS facilities. Stakeholders wishing to participate must adhere to the following responsibilities and guidelines.

Technology Types

For the purpose of this agreement, the phrase “personal technology” means an individual’s portable electronic device that has the capability to connect to a wireless (Wi-Fi) network. The devices include, but are not limited to: laptops, netbooks, tablet computers, iPods, Kindle Fires, Nooks, and smart phones.

Guidelines

- Any stakeholder must read and sign this agreement and submit it to an authorized technology representative for approval to utilize JCSS’s wireless facilities. Approval for permission is at the discretion of the Technology Department.
- The stakeholder assumes full responsibility for their device and must keep it in their possession or secure it while on school property. JCSS is not liable for any loss/damage/theft of personally owned technology.
- The school reserves the right to inspect the stakeholder’s device if there is reason to believe there has been a violation of JCSS policies, administrative procedures, school rules, or engaged in other misconduct while using their personal technology with JCSS facilities.
- The stakeholder is responsible for the condition of the technology brought to school, including updates, antivirus software, and repair.
- The stakeholder is responsible for the proper care of their personal technology, including any costs of repair, replacement, or any modifications needed to use the technology at school.
- Violations of any JCSS policies, administrative procedures or school rules involving a stakeholder’s personally owned technology may result in the loss of use of the technology in the school system, technology privileges, and/or disciplinary action.
- Stakeholders must comply with teacher or administration requests to shut down the device.
- Personal technology shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- Posting or transmitting recorded images or video shall be limited to that which is related to school assignments and projects.
- The use of any technology or any visual and/or audio recording technology in locker rooms or restrooms is prohibited.
- The JCSS uses a web filter to block inappropriate content from reaching stakeholder technology. However, despite every effort for filtering, all stakeholders are advised that access to the network includes the potential for access to inappropriate content. Every stakeholder assumes responsibility for their use of the network and will make every effort to avoid inappropriate content. Every stakeholder must report security or network problems to a teacher, administrator, or technology personnel.
- Stakeholders must have an acceptable technology use agreement on file.
- Any device that can utilize a cellular data service must be configured to use only the JCSS BYOT wireless (Wi-Fi) network for Internet/data access when on school property. This is to ensure CIPA compliance criteria are being met.

BYOT User Agreement Violations and Consequences

It is one of the technology goals of the district to ensure that each stakeholder’s interactions with technology contribute positively to the learning environment both at school and in the community. The JCSS supports the positive use of technology for the purpose of enhancing and supporting learning at any time of the day. It is therefore expected that users will comply with JCSS BYOT policy and rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, and

the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary.

2017-2018 TECHNOLOGY PERMISSION SIGNATURE PAGE

I have read and discussed the **Jackson County Schools Acceptable Student Use Policy for Technology and the Procedures for Student Use of the Internet** with my parent(s) and/or guardian(s) for the use of technology/telecommunication at school. I will use the Internet and technology provided by Jackson County Schools for educational purposes only and will restrict it to classroom assignments.

Student Name (please print) _____ Grade: _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

*Jackson County Schools Technology and systems include but are not limited to:

Desktop computers, laptop computers, network equipment, network cabling, wireless networks, servers, projectors, SmartBoards, wireless network access points, document cameras, printers, fax machines, telephones, point of sales machines, televisions, video announcement monitors/boards, Internet, Internet content filters, firewalls, caching engines, heating/air conditioning controls, electrical controls, intercom, video surveillance, cameras, camcorders, MP3 players, iPods, tablet computer.

BYOT Agreement

The BYOT agreement and guidelines will apply to any personal wireless device used by the following user on JCSS facilities: Student #: _____

I, the undersigned, as a stakeholder of the Jackson County School System, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

Student Name (please print): _____

Student Signature _____ Date _____

If the stakeholder is a minor

I, the undersigned parent/guardian, have reviewed the **BYOT** policy for the Jackson County School

System. My child, _____, is also aware of the terms and conditions.

Guardian Name (please print) _____

Guardian Signature _____ Date _____

By checking the box to the left, I am stating that I do NOT want my child to have BYOT privileges.

Student Code of Conduct

2017-2018

I have received, read and understand the 2017-2018 Jackson County Schools Student Code of Conduct. I understand that if I have any questions regarding the Code of Conduct I can contact a teacher or an administrator for answers. An online copy of the Code of Conduct can be accessed on the Jackson County Public School System website at www.jackson.k12.ga.us.

Student Name: _____ Grade: _____

Parent/Guardian Signature

Date

Student Signature

Date

Participation Option:

Parents may request that their student withhold participation in a particular school club or organization.

My student MAY NOT participate in the following school club(s) and/or organization(s):

Parent/Guardian Signature

Date

PHOTO/VIDEO RELEASE – OPT OUT FORM

I **DO NOT give permission** for my child, _____ to be photographed, interviewed or videotaped for stories/articles promoting our school or the school system. These stories may appear in newspapers or on television. I hereby give permission without fee or other compensation to use photographs, videotapes, audiotapes, artwork, and class work of my child for promotional and/or educational purposes.

Student Name: _____ Grade: _____

Parent/Guardian Signature

Date

Please sign that you have received, read and understand the information listed below that has been provided to you by Jackson County School District for the 2017-2018 school year. **This check-off sheet MUST be returned to your child’s homeroom teacher.** Items can be located in the agenda unless otherwise noted. We look forward to the best year ever in the Jackson County School District.

- _____ JCSS Code of Conduct (JCSS Info Packet)
- _____ School wide discipline plan
- _____ Assumes responsibility for the replacement cost of lost or damaged media items including audio books
- _____ Participation Option (Please fill out the form and return to the school if you do not agree for your child to participate in any club(s) and/or organization(s).
- _____ Photo/Video Release Opt-Out (Please fill out the form and return if you **do not** agree for your child to be photographed/videotaped).
- _____ Student Bullying, Georgia State Law, HB 1125 (JCSS Info Packet)
- _____ Section 504 Procedural Safeguards (JCSS Info Packet)
- _____ FERPA and PPRA Notification (JCSS Info Packet)
- _____ Child Find Project (JCSS Info Packet)
- _____ JCSS Acceptable Student Use Policy for Technology
- _____ Attendance Policy for the appropriate school level (JCSS Website)
- _____ Parental Right to Know Qualifications for Teachers and Paraprofessionals (JCSS Info Packet)
- _____ Fraud/Waste/Abuse Procedures (JCSS Info Packet)
- _____ Complaint Procedures (JCSS Info Packet)
- _____ Title School Compact

Signature Student

Date

Signature Parent/Guardian

Date

School Representative

Date