

2014-2015 Student / Parent Handbook



**158 Stegall Drive
Jasper, Georgia 30143
Phone: 706-253-1730
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**Dr. Carlton Wilson, Principal
Jill Liberatore, Asst. Principal**

Mission Statement

Jasper Elementary will educate children in a safe and nurturing environment to be lifelong learners.

After School Program (ASP) – This is a school based after school care program housed on the Jasper Elementary School campus. To take advantage of the After School Program, parents are invited to visit the school office to complete the necessary paperwork and pay fees. Fees must be pre-paid before a child will be permitted to stay. If you child or children have an outstanding balance from the previous school, they will not be able to attend afterschool until the balance is paid in full or a payment plan is established. Contact Mrs. Liberatore for more information.

ASP Fee Schedule

- **ASP** \$7 per day (includes snack) if prepaid by 10:00 AM
- \$9 per day for “drop-ins”

ASP Fees for Late Pick-Up (in addition to daily fees)

- \$10 per 15-minute increment per child
- 6:01 p.m. – 6:15 p.m. = \$10
- 6:16 p.m. – 6:30 p.m. = \$20
- 6:31 p.m. – 6:45 p.m. = \$30
- 6:46 p.m. – 7:00 p.m. = \$40

Notes

- All fees are to be **prepaid** by the day, week, or month.
- “Drop-ins” are defined as students who had fees received at the school later than 10:00 a.m.
- These additional fees are assessed so that the program coordinator may address unique staffing needs.

Attendance

Academic success depends on regular attendance throughout the year.

Arrival – Students are to arrive on campus **AFTER 7:10 A.M.** The school will open, and supervision is provided, at 7:10 A.M. If students arrive before 7:30 A.M., they are to go directly to the cafeteria. Breakfast will be served between 7:10 – 7:35 A.M. Students will be dismissed from the cafeteria to go to their classrooms beginning at 7:30.

Tardy – Students who arrive after the start of the school day, **7:45 A.M.**, are considered “late” and must report to the office for a “late pass”. Adults are not permitted to go directly to the child’s classroom for late check-in. Students who are late and do not receive a pass will be sent back to the office. Excessive tardiness is an unacceptable practice and negatively impacts a child’s education. Excessive tardiness

may result in a referral to the Pickens County Board of Education's Attendance Support Team.

Early Check-Out Procedures – Parents (guardians or authorized adult) needing to check-out their child before 2:30 P.M. will:

- Go to the office, and upon presentation of a photo ID, will “sign out” the student on the Student Sign-Out sheet. Only adults on the approved list will be permitted to check a student out of the school.
- Office personnel will then call the child to the office.
- No adult is allowed to go directly to a child's classroom for early check-out.

Dismissal – All students are dismissed at 2:25 P.M. each day. The students will follow the regular “going home” instructions as given by parents or guardians at the beginning of the year. Any changes made in these plans are to be made in writing or via a phone call to the office. Only adults on the approved list will be permitted to pick up a child in the car rider's line. **Staff members will not honor a child's verbal changes to establish “going home” plans without verification from a parent or guardian. Any calls for dismissal changes should be made to the office before 1:00.**

Per the Pickens County School System Transportation Department: “Students riding any Pickens County School System bus will **not** be allowed to ride any bus other than their regularly assigned bus for AM pick up & PM drop-off. Upon enrolling/registering a student, parents must complete a *Transportation Request Form* indicating the AM & PM drop-off point. These two locations may be different and could be on different buses. However, the AM & PM stops must be in the school district in which the parent/guardian resides.

Students under the age of 9 and students who ride a special needs bus will not be allowed to exit the bus unless the bus driver can see that a caregiver is home. If a situation arises so that a parent will not be home to receive an underage child, the child will be returned to their school and placed in the after school program. Parents will be responsible for the cost of the daily rate of the after school program. After the fourth event of no one receiving the underage child at their designated stop and the child is returned to the school, the proper authorities will be contacted.

Students will not be allowed to go home with other students or get on or off at any stop other than their assigned AM and/or PM stop. Changes to the AM and/or PM stop designated at the beginning of school will be allowed only for a change of residence. Parents must complete a *Change Request Form* and allow the Pickens County Schools Transportation Department 3-5 school days to make the change.

Note: If a child returns to school due to not having an adult at the bus stop to pick him/her up, the child will be put in the After School Program and fees will be assessed accordingly.

Attendance Zone Policy

The Pickens County Board of Education has established geographic attendance zones for elementary and middle school students. Students are required to attend the grade-appropriate school in the attendance zone in which he/she resides.

Attendance zones shall remain as established until modified by the Pickens County Board of Education. The Board, based on student enrollment, anticipated growth, transportation requirements, traffic patterns and congestion, classroom space availability, and educational program needs, will approve attendance zones annually.

Awards

Students will be recognized for a variety of honors. More information on this will be given to teachers, students, and parents after school begins. More information about the dates and times of award ceremonies will be sent home by your child's teacher.

Behavioral Expectations

Our staff believes all children can choose to behave appropriately. Any student choosing to prevent the teachers from teaching, to keep other students from learning or to endanger the safety or wellbeing of other students or staff will not be tolerated. Students will understand the school wide behavioral and educational expectations as addressed in the Pickens County Board Code of Student Conduct Manual and by the JES school behavior plan.

Staff members are primarily responsible for maintaining and monitoring the behavioral expectations both inside and outside the classrooms. If a student chooses to continue to ignore our expectations, he/she will be referred to the Principal, Assistant Principal or designee. A referral to the Administrative Staff will result in one or more of the following consequences dependent upon the severity of the student's actions:

Warning	Parent Conference
Parent Notification	Out of School Suspension
Time Out	Removal from Classroom
Loss of a Privilege	Campus/Community Service Assignment
Recess Detention	Outside Agency Referral
Internal School Suspension	Corporal Punishment (With parent permission and not as a first consequence.)

Bus Safety

Students may not use any electric device (cell phone, computer toy, radio, disc player, etc.) in a manner that might interfere with the bus communication equipment or the driver's operation of the bus. Pickens County is not responsible for lost, damaged or stolen property. (Referenced in the Student Code of Conduct.)

Custodial/Legal Information

Parents/legal guardians are responsible for providing office personnel with a copy of any legal documents involving the custodial care of his/her child. The lack of legal documentation and any resulting conflicts may require local law enforcement involvement. Parents are asked to refrain from engaging in non-constructive custodial discussions or conflicts on school grounds.

Dress Code

Students are expected to follow the Pickens County Dress Code as outlined in the Student Code of Conduct. Appropriate dress at all times is expected and parents will be called if the student needs a change of clothes.

Elementary and Secondary Education Act of 1965

In compliance with the requirements of the national ESEA statute, the Pickens County Board of Education reminds parents that they may request information about a teacher's professional qualifications. Parents may request the following information by contacting the administrator:

- Whether or not the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.
- Whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification have been waived.
- The college major and any graduate certification or degree held by the teacher.
- Whether or not the child is provided services by a paraprofessional, and if so, their qualifications.

For more information contact, Lisa Galloway, Personnel Director, at 706-253-1700.

Emergency Plans

Parents or guardians are required to provide the school with any changes in address, phone numbers and emergency contact information. It is extremely important that office personnel have up-to-date work, cell, and emergency contact numbers available.

Federal Programs

Any individual, organization or agency (“complainant”) may file a complaint with the Georgia Department of Education (“Department”) if that individual, organization or agency believes and alleges that a local educational agency (“LEA”), the state educational agency (“SEA”), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. For more information please visit www.pickens.k12.ga.us or call Sherry Martin, Federal Programs Director, at 706-253-1700.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the

record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

- 1). Student's name, address and telephone number.
- 2). Student's date and place of birth.
- 3). Student's participation in official school clubs and sports.
- 4). Weight and height of student if he/she is a member of an athletic team.
- 5). Dates of attendance at the Pickens County School System schools.
- 6). Awards received during the time enrolled in Pickens County School System.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify Dr. Carlton Wilson, Principal, Jasper Elementary School @ 706-253-1730 in writing within 10 days after enrollment.

FERPA EDUCATION RECORDS NOTICE

The Family Educational Rights and Privacy Act afford parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure.
 - (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.
- For guidelines and procedures on these rights please contact Dr. Carlton Wilson, Principal, Jasper Elementary School @ 706-253-1730.

Field Trips

Field trips are considered an extension to the instructional day and no student will be denied the opportunity to participate in a field trip due to the inability to pay. **Children not enrolled in Jasper Elementary School may not attend field trips and students at JES may not attend field trips for other grade levels.** Parents attending field trips will not be allowed to ride the school bus. Jasper Elementary School requires all chaperones to be 21 years of age or older.

Fire Drills

Fire Drills will be held each month. The student and staff will be instructed in the fire drill process prior to the first drill.

1. At the sound of the fire alarm bell, all instruction will cease and students/staff will exit the building to assigned areas on campus.
2. Teachers and staff members will care for and monitor the students during the drill. At the sound of a re-entry signal, teachers and staff members will lead the students back into the building and instruction will begin.
3. Parents will be notified if an actual fire emergency exists.

Flexible Learning Program

Beginning with the 2012-2013 school year, the Georgia Department of Education received a waiver from the Federal Department of Education and will transition the method of accountability from Adequate Yearly Progress (AYP) to the College and Career Readiness Performance Index. Pickens County Schools have met all standards of performance under the new state accountability system and has no schools that fall under the Reward, Priority, Focus, or Alert designations.

FOOD SERVICE

Your support of the School nutrition Program is greatly appreciated. The Jasper Elementary School Food Service Staff will serve two meals each day. Breakfast and lunch.

Breakfast: Breakfast will be served from 7:10 – 7:40 A.M. each morning. Menus for breakfast are published in advance and usually consist of a choice of items, such as cold cereal/milk or hot entrée, fruit, juice or milk.

Lunch: Hot lunches will be served on a daily schedule that will allow the students thirty minutes for lunch. A monthly menu will be published in advance. School lunches consist of a multiple choice buffet style menu with two entrées, a variety of fruit and salads and milk. Peanut butter and jelly sandwiches are offered each day. Students must pick up at least three food items, but may choose all of the following: one entrée, two fruits, and/or vegetable selections, bread, dessert and cold milk. The food trays remain the same price no matter how many food items are selected.

Payments – Please send your student’s meal payments in an envelope and with the following information on the outside of the envelope: **Name and Account Number, Date, Homeroom, and Amount of money in the envelope.**

Parents may send lunch money at any time. The total amount sent will be applied to your child’s account to be used for breakfast and/or lunch and their meal costs deducted. Change will not be returned. The total amount will be applied to your child’s account. **Checks are to be made payable to Jasper Elementary School Cafeteria.** Online payments may be made with a small transaction fee being charged. MyPayments*Plus* may be accessed from the JES web site, under the Cafeteria tab.

Parents are encouraged to pay by the week or month. When your child’s account reflects a zero balance, he/she will be allowed to charge up to a maximum of \$10.00. When the child has charges of \$10.00 they will be given an alternate for lunch of a peanut butter and jelly sandwich with milk until their account balance is current.

Applications for Free or Reduced priced meals are sent home during the first week of school. These forms are available online or in the school office at any time. If a student qualified for free or reduced lunch during a previous school year, the parent must reapply within the first 30 days of each school year to continue to qualify for services.

Sack lunches – Students may elect to bring a packed lunch from home. Milk may be purchased in the school cafeteria. It is encouraged that the lunches be nutritious and

in containers easily opened by your child. Be sure that your child's name is clearly printed on his/her lunchbox or sack.

Lunch Visitation – Parents are welcome to have lunch with their children. **Parents and guardians must check in the front office before going to cafeteria.**

Games and Toys

Students may not bring games or toys to school or on the school bus without prior approval of a teacher. This includes, but is not limited to, footballs, dolls, toys, electronic devices or games, etc.

If a child is staying in the After School Program, they may bring toys from home, but these must be kept in the backpack at all times during the school day.

Any toys or games will be taken up by the teacher and turned into the office. Parents will be contacted and will have to make arrangements to pick them up.

The school is not responsible for lost toys, electronic devices, games, or cell phones if they are lost or stolen.

Gifted

JES provides services for gifted education. Students are routinely screened; however, they may be referred by teachers, administrators, counselors, parents, guardians, peers, or themselves by contacting the school's gifted coordinator or an administrator. If you have any questions regarding the gifted program, please contact Ms Krista Collins at KristaCollins@pickinscountyschools.org.

Grading

All grades will be numeric, on progress reports and report cards, with the exception of Kindergarten, Art, Music and Physical Education.

- Students **earn** the grades that are issued. The grades are not given.
- Daily work must be completed and turned in on time. Work not completed within a reasonable amount of time will be averaged in as a zero.

Grades 1-5	Kindergarten, Art, Music and Physical Education
A (90-100)	S (Satisfactory)
B (80-89)	N (Needs Improvement)
C (70-79)	U (Unsatisfactory)
F (Below 70)	

Satisfactory: Student participates in all activities and completes assignments with enthusiasm and makes an effort to improve his/her skills.

Needs Improvement: Student makes little effort to participate in activities, complete assignments or improve his/her skills. Student requires encouragement to stay on task.

Unsatisfactory: Student makes no effort to participate in activities, complete assignments or improve his/her skills. Behavior and time on task may be an issue. A parent/teacher conference would be recommended.

Guidance Services

The primary goal of the Jasper Elementary School Guidance Counselor is to assist students in becoming and remaining “able” learners and responsible citizens. Individual and group sessions are offered to support students in particular need of assistance.

Media Center

The Media Center is open each day and accessed by students on a flexible schedule. Students are encouraged to visit the Media Center and check out books. Media Center personnel will provide assistance and guidance for students wishing to check out books or conduct research. Parents are responsible for the replacement cost of lost or damaged textbooks or library books issued to the child.

Non-Discrimination Policy

It is the policy of the Pickens County Board of Education not to discriminate on the basis of race, color, religion or national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972 and Title II of the Carl D. Perkins Vocational Act of 1984), or handicap (Section 504 of the Rehabilitation Act of 1973) in education programs, activities and employment procedures.

Inquiries regarding compliance with Title II, Title VI, Title IX, or Section 504 may be directed to the Pickens County Board of Education, 100 D.B. Carroll Street, Jasper, GA 30143, 706-253-1700; or to the Director of Civil Rights, Department of Health, Education and Welfare, Washington DC.

Any student or parent who believes that the policy statement regarding Title II, VI, IX or Section 504 has been violated should contact the building administrator immediately.

Nurse and Health Services

The health and well-being of your child is very important to us. **A child who is sick with fever, nausea or illness should not be sent to school.** When a child becomes ill at school the school nurse will evaluate the seriousness of the symptoms and contact a parent or guardian. If a serious illness or injury occurs, the school nurse will contact the parent or guardian immediately and, in some cases, contact the Emergency Medical Services. A child must be fever free for 24 hours (without medication) before they can return to school. In addition, a child must be free of diarrhea or vomiting for 24 hours before returning to school.

A medical form will be sent home at the beginning of each school year to obtain medical information and update our records for medical care. Medication, whether prescription or over the counter, should not be sent to school with a child. Adults are required to hand deliver all medications. The medication must be in the original container with the child's name and instructions printed clearly. Permission from the parent/guardian must be signed allowing school personnel to administer the medications. Specific information and instructions will be requested by the school nurse, of parents requiring intensive medical care.

Head Lice – The Pickens County Board of Education maintains a no nit policy. Head lice and nits (eggs) are not uncommon in any Georgia elementary school. Staff members check for possible infestation on an as-needed basis. Parents (guardians) will be contacted to pick up the child if nits or lice are found. Students may not ride the bus or return to school until all nits and lice are removed. Our school nurse will provide cleaning and removal information for parents. The child is to be checked by the school nurse before returning to class.

Parent Academy

A parent involvement initiative at JES is our Parent Academy. We believe that as the child's first teacher, parents and family members are important resources that lead to student achievement. Parent Academy is a program in which parents attend "class" one night each nine weeks. During this class parents are given an in-depth look at the curriculum that will be focused on that grading period. Parents are given access to tools and materials that can be implemented at home to help the student be successful with homework. Anyone interested in joining the Parent Academy may call Mrs. Liberatore at 706-253-1730 or email her at JillLiberatore@pickenscountyschools.org.

Parent Conferences

Communication is encouraged between school and home. Parent conferences may be arranged by calling the school office, in writing or contacting the teacher directly. Teachers can usually email or speak to parents at some point during the school day. Teachers will not conduct parent/teacher conferences or accept conference calls during instructional time.

Parent Resource Center

Materials are available for parent checkout at the media center's Tiger Clubhouse. Information on a variety of topics including but not limited to curriculum, behavior, and state standardized testing. In addition, classes may be held in the media center several times throughout the year for parents and interested community members. These classes are free of charge; please consult your calendar for dates and topics.

Parent Teacher Organization

The Parent Teacher Organization brings parents, teachers, administrators and other staff members together to work and communicate as partners in providing resources to enhance the quality of education in our school. All parents and school staff members are invited to become members and be actively involved in the PTO sponsored activities. The proceeds from these activities will be used to purchase items or services needed by our school.

Parties

Jasper Elementary School will celebrate the following holidays with classroom parties – Winter Holiday and End of the School Year. These parties will take place the last **30 minutes** of the school day. Parents will be contacted by individual teachers for party assistance or treats. Parents will not be allowed in the classroom until time for the party. **Student birthday invitations may not be distributed on campus.** Student birthdays will be announced and ribbons presented during morning announcements. **Special snacks may be brought to the office and the teacher will be notified. The classrooms will not celebrate student birthdays. The snacks will be given to the children during recess.** **Parents may not attend these special snack times.** Pre-school children and students enrolled in other schools may not attend parties.

Progress Reports

Progress Reports are sent home at the mid-point of each grading period as a communication tool for students and parents.

Report Cards

Report cards are issued each nine (9) weeks. Parent/teacher conferences are encouraged at any time but are especially important for parents of students earning failing grades.

Response To Intervention

Response to Intervention (RTI) is a building level committee consisting of, but not limited to, a child's teacher(s), parents/guardians, and school administrators. The major function of RTI is to plan alternative instructional strategies for students who are experiencing difficulties in the regular classroom. RTI will be initiated by school personnel. Questions about your child's RTI process should be addressed to Mrs. Liberatore.

School Advisory Council (SAC)

This council is comprised of teachers, parents, non-certified staff representatives, community members and the school administrator. This council is charged with assisting with the development and monitoring of the School Improvement Plan as well as providing input to all the academic and non-academic programs of the school. The council members are elected by their peers and meet on a regular basis.

School and System Contacts

Questions or concerns regarding any of the following programs can be directed to Dr. Carlton Wilson at the school level or to one of the following district level personnel.

Title VI Coordinator	Lisa Galloway	706-253-1700
Title IX Coordinator	Lisa Galloway	706-253-1700
Section 504 Coordinator	Shelley Goodman	706-253-1700
ADA Coordinator	Lisa Galloway	706-253-1700

Severe Weather Procedure

During the school year, if it is necessary to either dismiss or cancel school due to severe weather, the following radio and television stations will inform parents and students

WYYZ 1490AM ETC Channel 3 WLJA 93.5 FM WSB Channel 2 WSB
98.5 FM

BOE Information Line 706-253-1710

Pickens County Schools will also use our Alert Now Automated Phone Network to notify parents of school cancellation or early dismissal. **It is imperative that the school maintain your most current contact phone numbers.** If you have any changes, please contact the office immediately.

Special Education

In compliance with PL94-142, Jasper Elementary School provides the appropriate special services for those students who qualify. The following disabilities are serviced at our school: Learning Disabilities, Behavior Disabilities, Speech/Language Impaired, Hearing Impaired and Visually Impaired, Autism, Moderate, Severe and Profound Disabled. Inclusionary teaching strategies are utilized to provide education services to students whenever appropriate.

Student Directory Information

Parents not desiring their child to be identified in the school yearbook, Pickens County newspaper, or any other publication, are required to make this request in writing within the first ten days of enrollment. This request must be signed by a parent or legal guardian and will remain on file for the school year.

Student Insurance

Student accident insurance is available for purchase at the beginning of each school year. Two plans are available:

- School coverage only.
- 24 hour coverage.

Telephones

Students may not use campus phones except in an emergency and only when accompanied by an adult. Arrangements for after school activities, forgotten homework assignments, and textbooks are not considered emergencies.

Students are discouraged from bringing cell phones to school unless it is for instructional use. Any student that brings a phone to school must adhere to the district policy of no use unless specified by the teacher for instructional use. Phones that are taken up by the teacher for unauthorized use must be picked up in the office by a parent.

Title I

Jasper Elementary qualifies for additional federal funds through the Title I program. Eligibility is based on the number of children that receive free or reduced lunch. Our school encourages you to take time to fill out the free and reduced lunch application. Funds from this program are used for personnel and instructional materials that are used throughout the school. For more information about JES participation in Title I program and how the funds are used, please contact Dr. Carlton Wilson, Principal JES at 706-253-1730.

Tornado Drills

Tornado Drills will be conducted in the spring of each year, as recommended by the Civil Defense procedures. Instruction for the tornado drill will be provided prior to the first drill.

Volunteers/Parent Involvement

Parents are an important component for student success at JES. To utilize our parents and community members to the greatest extent JES has a structured volunteer training program. All individuals that would like to volunteer at the school MUST complete our volunteer training. To accommodate work schedules the school provides both a morning and evening training session. Please see the school calendar for these dates. Parents do not have to attend the training to come to have lunch, attend school parties, awards ceremonies or field days. Be aware that pre-school and other children may not accommodate volunteers to school during instructional hours. This includes students that are enrolled at other schools.

Volunteers are needed for various areas of assistance including, but not limited to the following areas:

- Reading with students
- Small group assistance in the classroom
- Copy machine assistance
- Lunch room monitoring assistance
- Special activity assistance
- Preparing for special school activities such as Thanksgiving lunch, etc.