

Jasper Elementary



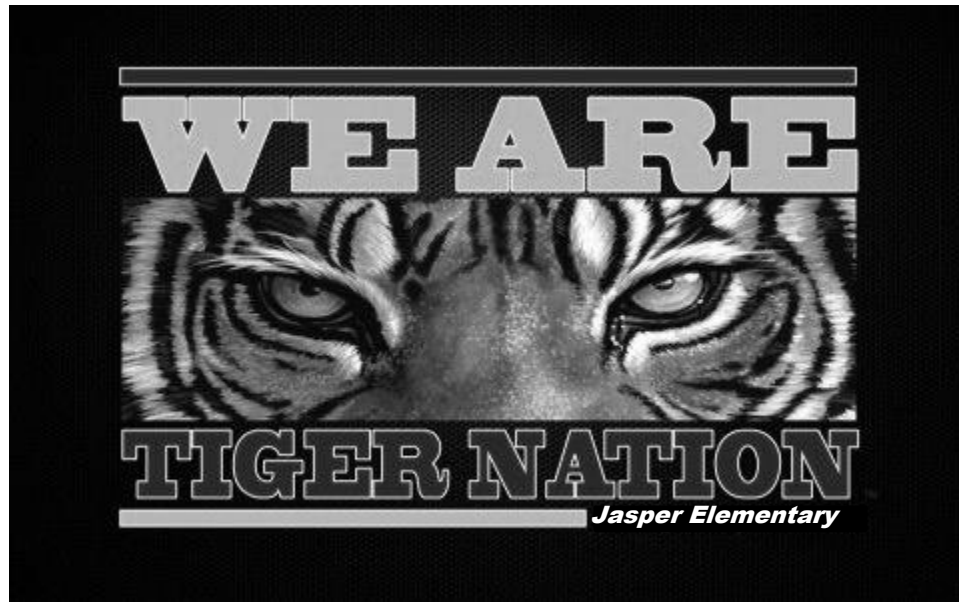
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Student Handbook

2017-2018

<http://jasperele.pickens.k12.ga.us/>

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.

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. Georgia compulsory education law and Pickens County Board of Education policy, students may be excused for the following reasons:

1. Personal illness or attendance in school that 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. A scheduled medical, dental or eye examination of the student.
7. Visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.



Attendance Consequences

If a student has excessive absences the student and/or the parent may be referred to the Ms. Shelley Cantrell, Pickens County Attendance Officer. Parents of referred students will be required to attend an attendance support meeting and may either be offered a student attendance contract which requires all absences to have a medical excuse or be excused by the school nurse or have a direct referral to truancy court. Violation of the contract will result in a referral to the judicial truancy court system. Non-school (JES) related activities and vacations are considered unexcused.

Make-up Work

It is the student's responsibility to turn in make-up work, when he/she is absent from school. Parents/guardians and students are encouraged to come to the office to retrieve make-up work after they contact the teacher. The student has five (5) school days to make-up work.

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 2:45 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/Honors

Awards will be given out every nine weeks and at the end of the year to honor students for a full year of achievement. Awards will be given based on academics, citizenship, attendance, and specialty areas.

- Honor Roll - In grades 3-5, Honor Roll is achieved each grading period by earning report card grades which reflect all A's and B's.
- Principal List – In grades 3-5, Principal's List is achieved each grading period by earning report card grades which reflect all A's.
- Perfect Attendance – Perfect Attendance awards will be distributed each grading period for grade K-5. To receive a Perfect Attendance award, student must not have any absences. It should be noted that students who accrue tardies or early checkouts may not receive the Perfect Attendance award.
- Students in Grades 1-5 will receive their awards at grade level award assemblies at the end of the nine-week grading period during CAMP. Please check the monthly newsletters, the school website, or our Facebook page for dates and times of these assemblies.



Behavioral Expectations

Discipline is an important aspect of our school. We strive to teach every student, by work and example, the importance of developing a sense of personal responsibility for his/her actions. As part of the Positive Behavior Intervention System (PBIS), students will be asked to show what their behavior should look and sound like in various areas of the school. As quality education involves effort in both home and school environments, the best results are accomplished when we all work together for the good of the children. School-wide expectations include behaviors that show respect, responsibility, honesty, and safety. As we implement PBIS strategies this year, expectations for the following school areas will be developed: cafeteria, hallways, restrooms, playground, and classroom.

Behavior Consequences -Our staff believes all students can choose to behave appropriately. Any student choosing to interfere with a teacher's instruction, other student's learning, or the safety of other students or staff will not be tolerated. Students are required to follow the school wide behavioral and educational expectations as addressed in the Pickens County Student Code of Conduct. In life, everyone experiences positive and negative consequences based upon the choices that we make. The same applies to behavior choices during the school day. Students who abide by the rules and procedures set forth by the school and teachers will receive positive feedback and acknowledgement for their accomplishments. Students being respectful, responsible and/or safe may be given Character Cash in recognition of their efforts. If a student does choose to misbehave, he/she will receive a negative consequence based upon the severity and frequency of the behavior. The classroom teacher will monitor student behavior and address student misbehavior. Notification is made to the parent if the teacher deems it necessary. Habitual misbehavior or major infractions will result in the student having more severe consequences given by the administration.

Birthdays - Student birthday invitations may not be distributed on campus. 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. Pre-school children and students enrolled in other schools may not attend parties.

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.

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.

Field Trips

Field trips are curriculum-based and have an academic focus. Students who participate must have a permission slip signed and returned to school. All classes will be allowed one field trip this year. The cost will be divided among the students in the class; however, field trips in each grade level must have 95% of the paid participation rate or the field trip *may be subject to cancellation*.



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. ***However, students may be unable to participate in any school related activities due to discipline.*** ***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.

Lunches from home -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. **NO glass containers are allowed in the cafeteria.** Be sure that your child's name is clearly printed on his/her lunchbox or sack. **No microwave will be available to students & no carbonated beverages may be sent to school for lunches.**

Visitation -Parents are welcomed to have lunch with their child(ren). Your child looks forward to this special time of parents meeting their friends and friends meeting their parents. Please be sure to check in at the front office before going to the cafeteria to receive a visitor's pass and adhere to the following:

1. Lunchroom guests should sit at designated parent/visitor tables with only their child(ren).
2. Guests should refrain from giving out any types of foods or snacks to children in the lunchroom other than their own. At the conclusion of your lunch visit, please separate from the class in order for the students to return to their room and resume their studies. If someone other than a parent is coming to have lunch with a student, the parent/guardian should write a note giving permission for that person to have lunch with the child.

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, or guardians, by contacting the school's gifted coordinator or an administrator. If you have any questions regarding the gifted program, please contact Mrs. Krista Collins at KristaCollins@pickinscountyschools.org.

Grading

All grades will be numeric, on progress reports and report cards, with the exception of Kindergarten, Art, Computers, 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, Computer, 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.



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.

Medication Guidelines

When at all possible, we encourage you to schedule your child's medication so that it may be given at home.

1. Medication, whether prescription or over the counter, should not be sent to school with a child. Adults are to hand-deliver all medications.
2. Medication must be kept in and dispensed from the clinic and in the original container with the student's name, prescription, pharmacy, doctor and dosages clearly printed on the bottle.
3. A medication form **MUST** be completed by parents/ guardians requesting the administration of ANY medications at school.
4. Over-the-Counter medications can be administered to your child **ONLY** if it has been sent from home in the original container, along with a completed school medication form. Over the counter medications, such as Tylenol and Tums, may be given to your child if you fill out the section on the nurse's form giving the school permission. The medication must be in the original container with the child's name and instructions printed clearly.
5. 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, from parents of students 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 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 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 hour 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.

Placement & Promotion

Grade placement is determined by the overall academic and social progress of the student, with emphasis placed on the mastery of reading and math skills. Placement decisions for third and fifth grade may also be determined by the Georgia mandated assessment results. Students entering Pickens County Schools from private or home study schools may be evaluated to determine appropriate placement. Initial placement is temporary until such assessment is completed. Placement of kindergarten students will be done according to state and county guidelines.

Conferences are held in late spring to discuss placement of students who are not meeting minimum promotion requirements. Local and state requirements for promotion are followed in deciding appropriate grade placement. Parent input is valuable, but the final responsibility for the decision rests with school officials.

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.

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.

Snacks

Parents may provide a healthy snack for his/her child. **No carbonated beverages** may be sent to school for snacks.

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. David Wilds, 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. To protect the students at JES, an official background check must be on file at the school from the police department. The police department requires a \$55.00 fee to process the background check. 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.