

Jeff Davis Primary Student/Parent Handbook 2020-2021



Adam Kirby- Principal
Garrett White- Assistant Principal
Jennifer Bridges- School Improvement Specialists

Accredited by the Southern Association of Colleges and
Schools
And the Georgia Accrediting Commission

Vision: The mission of the Jeff Davis County School System is to develop successful, productive citizens who make a positive contribution to society.

Mission: Our vision is to maintain a relentless pursuit of excellence as we prepare students for life.

All educational programs at Jeff Davis County Board of Education Pre-K are available to students without regard to race, color, national origin, age, sex, or handicap.

Jeff Davis Primary School

Planning Ahead...2020-2021

July-August	January
Aug. 3-5 Pre-planning	Jan. 4- PL day for teachers (Student holiday)
Aug. - Open House (K-9:00-11:00)	Jan. 5- First day of 2 nd semester
(1 st - 12:30-1:30)	Jan. - Report Cards
(2 nd - 2:00-3:00)	Jan. 18- MLK Holiday
Aug. 6- First Day of School	Jan. - Parent Program- Reading (4:00)
Aug. - Benchmark, DIBELS, RI testing	
September	February
	Feb. - Valentine's Dance (PTA)
Sept. 7 Labor Day	Feb. 15- Winter Break
Sept. - Parent Program- Technology (4:00)	Feb. 16- PL day for teachers. Student holiday
Sept. - Fall Pictures	Feb. Class pictures and Spring pictures
October	March
Oct. - STEAM Day	Mar. 1-5- Read Across America Week (Dr. Seuss)
Oct. 12- Fall Break	Mar. - Parent Program –STEAM (4:00)
Oct. 13- PL Day (Student Holiday)	Mar. - End of 3 rd 9 Weeks
Oct. - End of 1 st 9 Weeks	STEAM Day
Oct. - Report Cards	Mar. 12- School Holiday
Oct. - Parent Program- Math (4:00)	Mar. - Report Cards
Oct. 26-30- Red Ribbon Week	
November	April
Nov. -Book Fair	Apr. 2- Farm City Day- Not confirmed w/ Farm Bureau
Nov. 17 - Thanksgiving Lunch-Kindergarten	Apr. 5-9- Spring Break
18 - Thanksgiving Lunch- First Grade	Apr. - DIBELS, Benchmark and RI testing
19 - Thanksgiving Lunch- Second Grade	
Nov. 23-27- Thanksgiving Break	
December	May
Dec. - Mid year Benchmark and RI	May - Kindergarten Field Day
Dec. DIBELS (Mid-year testing)	May - First Grade Field Day
Dec. 17- Last day of Semester/End of 2 nd 9 Weeks	May - Second Grade Field Day
Dec. 18- PL Day for teachers (Student holiday)	May - Kindergarten Graduation (8:30, 10:00, 11:30)
Dec. 21-Jan.4- Christmas Break	May 19- Last day of school

WELCOME TO JEFF DAVIS PRIMARY SCHOOL

The faculty and staff would like to welcome you to Jeff Davis Primary School. As you and your child begin their educational career, we want you to feel at home with the many programs we offer. This handbook is a guide for use during the coming year. The teachers and staff want you to be knowledgeable about the operations of our school. We welcome you as parents to come for a visit and encourage you to be a part of your child's education.

PLEDGE OF ALLEGIANCE AND MOMENT OF REFLECTION

Students will begin each day with the Pledge of Allegiance and a moment of quiet reflection. Students may use this moment as personal time to mentally prepare themselves for the day. The teacher will provide this opportunity daily for all students.

STUDENT ATTENDANCE

Attendance is considered very important at Jeff Davis Primary. Students are expected to attend school each day. However, we understand there may be times when a student has to be absent. If a student is absent, an excuse must be sent to school within three school days of the absence to prevent the absence from being unexcused. It is also imperative that students arrive on time each day and remain at school until the dismissal time. Our teachers begin teaching when the first bell rings and teach until it is time to depart. Students who are tardy and who are signed out early often miss important instruction.

SCHOOL ARRIVAL PROCEDURES

Students may be dropped off at the front doors from 7:15 a.m. – 7:45 a.m. **(CLASS BEGINS AT 7:50)**. **Please do not bring your child prior to 7:15 a.m. because there will be no adult supervision prior to this time.** After 7:50 all exterior doors will be locked. Those students arriving after that time will be marked tardy and the parent must go in the office to sign the child in before they will be admitted to class.

The drive-thru is designed for only one lane of traffic. Please stay in the lane and follow traffic even if you drop your child off before you reach the adult on duty. **Parents will be allowed to walk their child(ren) to their class during the first week of school. For safety reasons, after the first full week of school, your child should walk to his/her classroom independently.** If you need to talk to your child's teacher, please call for an appointment to meet during the teachers planning time.

SCHOOL DEPARTURE PROCEDURES

Parents must register for a pick up card in order to pull through the line to get their children. You may register for a card in the office and the card must be displayed in the window of the car. Kindergarten will dismiss at 2:45 in the bus area and must be picked up prior to 3:00. After 3:00 they will be moved to the first and second grade line. First and Second grade students will dismiss at 2:50 in the front of the school. **All parents must go through the pick up line.** All pick-up students should be gone by 3:15 p.m. unless parents notify the office that his/her child's ride will be late.

Students may not be signed out in the office after 2:30. Calling students from the room early results in the student missing the lesson and disrupts the instruction of all students. If you must sign your child out early (before 2:30), the person, other than parent/guardian, who is signing the child out early must be on the student's card and at least **18 years old**. In order to change or add a name to a student's card, the parent/guardian who enrolled the student **must** come to the school to change the information. We **do not** handle this for you, and it **can not** be handled over the phone. **Parents must send a note to the teacher to inform them of a change in their child's way home. IN CASE OF EMERGENCY, you may call the school to make a change as long as it is before 2:00; otherwise, he/she will keep the same routine. This should not be a daily or regular occurrence.**

SENDING YOUR CHILD TO SCHOOL WHEN HE/SHE IS NOT FEELING WELL

There will be times when your child does not feel well but still comes to school. If your child is not feeling well when he/she leaves home, please make every effort to be near a phone in case the school nurse needs to contact you. She may need to discuss possible treatment, or your child may need to go home. We ask that you update phone numbers in the school office as they change so we will be able to contact you in case of an emergency. **If your child is sent home with a fever or throwing up, then they will not be allowed to attend school the following day. This is to ensure that we protect our student body from exposure to the same illness.**

All medication will be stored in the nurse's office and dispensed by the school nurse.

HEADLICE- If your child is found with live head lice or nits, you or a person that you have designated as a contact person will be notified to pick the child up from school. Head Lice is contagious! **The child cannot ride the bus and risk spreading the head lice to other children.** All live head lice, nits, eggs must be removed from the child before the child returns to school. To prevent recurring problems with head lice, you will also need to treat all areas that your child has touched such as bedding, furniture, toys, etc. to get rid of the lice. If you send your child to school without proper treatment, you will be notified to pick up your child.

HOSPITAL HOMEBOUND

The hospital homebound program is available to all students who experience a medical problem which requires them to miss ten (10) or more consecutive days of school. When students are on this program, they may receive instruction at home and be counted present at school. When a student learns that he/she is going to be absent ten (10) or more consecutive days for medical reasons, he/she is encouraged to contact the school counselor and request hospital- homebound instruction.

CAMPUS VISITORS

ALL VISITORS, including parents are required to report to the office, present at government issued ID and receive a visitor's tag before entering the building. Visitors are not allowed to go to a classroom unless an appointment has been made with that teacher or other school employee. This procedure is designed to prevent intruders from having access to our building and to prevent instructional interruptions. This rule applies to After School and Summer School programs as well. If a parent needs to meet with a teacher, he/she should schedule a conference through the office. When eating lunch with your children, we ask that parents wait at the lunchroom entrance until their child's class comes to lunch. Please do not go to the classroom or down the halls during a lunch visit.

BREAKFAST AND LUNCH

Jeff Davis County Schools-Pre-k, Primary, Elementary and Middle (Pre-K through 8th grade)- will be participating in the Community Eligibility Provision (CEP) which allows the School Nutrition Program to serve students in the identified grade group breakfast and lunch at no cost to the student. Jeff Davis is eligible because of the high numbers of families/students participating in SNAP, TANF, Migrant Education, and Pre-K Even Start or considered homeless or foster children without an application. No free or reduced priced meal applications will be collected for Pre-K, Primary, Elementary or Middle schools. Jeff Davis Primary is fortunate to have an efficient lunchroom staff. They do an excellent job of providing nutritious meals for our students and adults. Many parents enjoy eating lunch with their children. **Students are not allowed to bring food from "fast food" establishments packaged in the original wrapping.** The food needs to be in another kind of container if he/she brings this kind of food to school. Also, can or glass bottled drinks cannot be brought for lunch or snack time.

Any student arriving between 7:15 a.m. – 7:45 a.m. who will be eating breakfast will pickup a breakfast choice as they enter their hallway. Breakfast will not be available after 7:45 a.m.

RECESS SNACK

If parents wish to send a snack to school with their child, they may feel free to do so. **Please keep in mind that we do not allow any kind of carbonated drinks.** Glass and cans are dangerous in our playground area; however, juice boxes and thermoses are permitted. Your child may bring his/her snack in a lunch box. Please remind your child not to throw snack trash on the playground. We want our playgrounds to be clean as well as safe! Picnic tables are used for students to eat snacks, throw away all trash, and then play on the equipment.

BIRTHDAYS

Our faculty and staff recognize students on their special day. At the end of every month, we have a special celebration in the lunchroom for all students who had a birthday. Our children really enjoy this event each month.

Students are not permitted to bring birthday party invitations to school to distribute to friends unless all students in that classroom are included. Birthday presents or balloons are not to be delivered or brought to school. We try very hard to be sensitive to the feelings of all our students; therefore, we respectfully request that birthday presents or balloons be handled outside the school setting. If you would like to bring cupcakes (No homebaked) to your child's class for his/her birthday, please contact the teacher and then bring them to the office. The office staff will see that they get to the appropriate classroom.

PARTIES

Classroom parties are held throughout the year on special occasions (Christmas, Valentine's, etc.). Teachers will select the time for the parties, and they may be held by grade level in the lunchroom or individually in the classroom.

Instead of sending baked goods, parents are contacted by the teacher and asked to voluntarily send a small sum of money to help cover the expenses of the parties. The teacher and/or paraprofessional will purchase the items needed for the party. If parents would like to send treats, please remember: **NO HOMEBAKED GOODS!** On Valentine's Day, the children may exchange valentine cards with classmates. (A class list will be provided.) **Students may not exchange gifts with other students including Christmas, Valentines or Birthdays.**

DISCIPLINE

Each teacher will develop a discipline plan to work in conjunction with the positive behavior plan. For example, a teacher will have green (start the day), blue (warning), yellow (documentation made and classroom discipline imposed), and red (classroom discipline imposed, parent contact made, and Step 1 is applied). Subsequent reds would result in progression through the Steps. Teachers may use "frogs", "fish", "eggs", "clothespins", "pocket cards", etc., which will reflect how the procedure is managed in his/her class. Also, Jacket Timeout may be used to remove students temporarily from the room or as an alternate for recess detention.

Teachers will use good judgment in disciplining students, and student punishment will be judicious. Discipline is essential in an effective classroom. Teachers are expected to maintain good discipline. All teachers will discuss, remind, and practice the rules with the students for each area of the school (listed on the chart below.) These rules will be posted throughout the building as reminders of good behavior.

The administration may use "Jacket Time Out" as a form of discipline in place of corporal punishment or out of school suspension (OSS). Parents will be notified before corporal punishment administered or OSS is assigned.

FIELD TRIPS

Each year JDPS attempts to take a field trip with each grade in addition to some local trips in town. A permission form will be sent home for out of county trips. Trips taken within the county (ex. Walk to firehouse, Fair Grounds for Farm City Day, visit to the Theatre, splash pad, parks, etc.) will not require permission as long as the blue information sheet is signed at the beginning of the year or upon entrance into the JD school system. School staff will chaperone the trips.

RETENTION POLICY

Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year. JDPS teachers determine retention based upon a student's scores in DIBELS, Reading Inventory, Yearly Benchmarks, MGD, GKids, etc. and weekly classroom assessments as well as classroom performance. A school level team will review a student's performance and parents will be notified and given the opportunity to attend a parent conference prior to any decision to retain the student.

DRESS CODE

1. Wear shoes appropriate for school (especially on PE days). Healy shoes (those with wheels) cannot be worn.
2. All tops and shirts must come to the top of pants with no midriff showing.
3. Shorts and pants with holes cut out or cut off shorts will not be allowed. Make sure the length is appropriate.
4. Shorts and skirts should be an appropriate length. Shorts may need to be worn under dresses and skirts.
5. All pants and tops should fit properly. Wearing oversized pants without using a belt will not be allowed.
6. Overalls must have both straps fastened properly.
7. No clothing may be worn that displays or advertises alcohol, tobacco, wrestling logos/wording and/or rude or offensive graphics or remarks.
8. Hair style/accessories/colors that draw attention to the point that it disrupts classroom instruction are prohibited.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DETERMINE IF THE OVERALL APPEARANCE (CLOTHING AND HAIRSTYLE) IS APPROPRIATE. PARENTS WILL BE NOTIFIED TO COME GET THE STUDENT OR BRING MORE CLOTHING WHEN THAT DETERMINATION IS MADE.

COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the procedures outlined on our website.

EQUAL EDUCATIONAL OPPORTUNITIES POLICY (JAA)

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

HELP PREVENT VIOLENCE

Call **1-877-SAY-STOP** to report anyone who has brought or who has threatened to bring weapons to

school; you may report other threats to school safety. (However, please report to school officials first)

For more information regarding items listed below, please visit our website at:

www.jeff-davis.k12.ga.us

- **Complaints Procedures**
 - **Harassment policy**
- **Definitions for disciplinary actions and violations**
 - **School bus safety**
 - **Guidance / Advisory System**
- **Absence Policies & Procedures**
 - **Tardy to School and Class**
 - **Withdrawal and Transfers**
 - **Sickness at School**

For frequent updates on school activities, like the Jeff Davis County Schools Facebook page or follow us on Twitter or visit our web page at

www.jeff-davis.k12.ga.us