



**DeMaris Gurley**  
Principal

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Assistant Principal

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Dear Parents,

We are so excited opening our fourth year at Jefferson Academy. Our building is spectacular and everyone seems so thrilled to be a part of this program of academic excellence. As the Assistant Principal, my main focus is working with school testing, attendance, and discipline.

With testing, I coordinate the administration of the ITBS in the fall for third grade, gifted testing in August for new students and January for other students, the 3<sup>rd</sup> and 5<sup>th</sup> grade state writing assessments, and the CRCT for grades 3-5. The state of Georgia Department of Education website ([www.doe.k12.ga.us](http://www.doe.k12.ga.us)) provides great information on the variety of testing required at each grade level.

Good attendance is a life skill that can best be supported at an early age. We encourage for all parents to team with us to stress the importance of being at school everyday. We will monitor tardies, absences, and early checkouts to help our school meet the national requirement of Average Yearly Progress.

It is my goal that I help each student here to be the best he or she can be. Our Academy Dragon Agreements are posted throughout the school and in student agendas. These 6 statements are essential to providing a safe and respectful school for all students. Our school values the need for rules, routine, and rigor. With rules, students understand the limits. With routine, students will know the expectations. With rigor, students will best use their time for learning the curriculum.

It is sometimes necessary unfortunately that a teacher makes an office referral for consistent inappropriate behavior. When a student is referred to the office, a parent can expect communication from one of the administrators (Gurley, Potts, Holloway). Our typical consequences to office referrals are as follows:

- \_\_\_1. Warning and completion of Academy Agreement in office with administration
  - \_\_\_2. Loss of privilege:
  - \_\_\_3. Student Contract
  - \_\_\_4. \*Time out in alternative setting
  - \_\_\_5. \*Referral to Behavior Intervention Committee/Conference with parent
  - \_\_\_6. \*Service After School: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
\*Please make arrangements for personal transportation after SAS.
  - \_\_\_7. \*Out of School Suspension
- \*JCS Discipline Referral Form Completed

The following is a description that you can also find in your handbook for Service After School:

**Service After-School (SAS)**

Students who are assigned SAS will be required to stay after school for 30-60 minutes. Offenses that warrant SAS include, but are not limited to, continuous interruption that interferes with classroom instruction, disrespect to others, minor altercations between students (verbal/physical), and/or any behavior deemed inappropriate by the classroom teacher.

**Your signature at the bottom indicates that you and your child are aware and understand the Academy's commitment to giving all students equal opportunity to learn.**

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date