

**Jefferson Academy**  
**99 Dragon Drive**  
**Jefferson, Georgia 30549**  
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**Mr. Christopher Whitworth, Principal**  
**Ms. Carol Ann Knight, Assistant Principal**

**This 2018-2019 Jefferson Academy agenda belongs to:**

**Student's Name:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

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# SCHOOL INFORMATION

## PRINCIPAL'S MESSAGE:

It is with great pleasure that I welcome you to the 2018-2019 school year! It is our mission to create an environment where everyone is equipped to meet his or her potential emotionally, socially, and educationally. As we partner together we create the positive school climate that brings out the best in everyone. Thank you for sharing your child with us and we look forward to a great year at Jefferson Academy!

## MISSION STATEMENT:

Our mission is to graduate fully functioning adults.

## JA DRAGON'S ROAR MISSION:

The mission of Jefferson Academy PBIS is to create a safe learning community that promotes student achievement through the consistent practice of being:

1. **R**espectful
2. **O**n Task
3. **A**lways Safe
4. **R**esponsible

## SCHOOL COMMITMENTS:

- We commit to using research-based instruction in all content areas.
  - We commit to differentiating instruction.
  - We commit to using assessments to guide our instruction.
  - We commit to creating a positive learning environment.
  - We commit to providing timely parent communication.
- We commit to fostering positive student behavior through character development.
- We commit to utilizing current technology to enrich the learning environment, broaden independent learning, and support standards based instruction.

“Exposure to excellence promotes excellence!”

## THE SCHOOL DAY:

The school day schedule for each of the four schools in Jefferson City Schools is as follows:

Jefferson Elementary School	7:35 AM – 2:25 PM
<b>Jefferson Academy</b>	<b>7:25 AM – 2:40 PM</b>
Jefferson Middle School	8:20 AM – 3:35 PM
Jefferson High School	8:20 AM – 3:25 PM

The above times are subject to change.

**Drivers will be at their first JES/JA bus stop at 6:30 AM. If your child misses his or her bus on the first pick-up opportunity, he or she will not be allowed to ride the bus on the second pick-up as the second pick-up only goes to JMS and JHS.**

Early morning supervision for JA students is provided in the gym (front school entrance) beginning at 6:45 AM (*see section pertaining to arrival and dismissal for more details*). Breakfast is served from 7:00 AM – 7:20 AM each morning in the JA Cafeteria.

## SCHOOL CALENDAR (POLICY AEA):

Pre-Planning for Teachers	July 23 – 26
1 <sup>st</sup> Day of School for Students	July 27
Curriculum Night	August 8
Teacher Work Day/Student Holiday	August 31
Labor Day Holiday	September 3
1 <sup>st</sup> Quarter Progress Report	September 4
Fall Pictures in School Uniform	September 6
Fall Conferences (Early Release Days)	September 26 – 27
Teacher Work Day/Student Holiday	September 28
Fall Break	October 1 – 5
Fall Picture Retakes in School Uniform	October 11
1 <sup>st</sup> Quarter Report Card	October 16
4 <sup>th</sup> Grade Tybee Island Trip	October 17 – 19
2 <sup>nd</sup> Quarter Progress Report	November 13
Thanksgiving Holidays	November 19 – 23
Winter Holidays	December 19 – January 1
Students Return (1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester)	January 2
2 <sup>nd</sup> Quarter Report Card	January 8
MLK Jr. Holiday	January 21
3 <sup>rd</sup> Quarter Progress Report	February 5
Spring Group Pictures in School Uniform	February 15
President’s Day Holiday	February 18
3 <sup>rd</sup> Quarter Report Card	March 12
Spring Conference Dates	March 19 – 29
Individual Spring Pictures in Free Dress	March 22
Teacher Work Day/Student Holiday	March 29
Spring Break Holidays	April 1 – 5
4 <sup>th</sup> Quarter Progress Report	April 9
EOG Georgia Milestones Testing Window	TBD
5 <sup>th</sup> Grade Washington, D.C. Trip	May 6 – 10
Last Day of School/4 <sup>th</sup> Quarter Report Card	May 17
Post-Planning for Teachers	May 20 – 22

### SCHOOL COUNCIL:

Refer to the Jefferson Academy website: <http://ja.jeffcityschools.org>.

### PARENT TEACHER ORGANIZATION (PTO):

<b>Brandy Hussey</b>	President	<b>Nicole Sapp</b>	Room Mom Coordinator
<b>Elizabeth Emerson</b>	Vice President	<b>Idalia Cheyka</b>	Volunteer Coordinator
<b>Britney Brewer</b>	Treasurer	<b>Crystal Grimsley</b>	School Store Coordinator
<b>Courtney Gammon</b>	Secretary	<b>Dana O’Hara</b>	Box Tops Coordinator

## JEFFERSON CITY SCHOOLS LEADERSHIP

### **BOARD OF EDUCATION MEMBERS:**

Mr. Ronnie Hopkins, Chair; Ms. Guy Dean Benson; Mr. Derrell Crowe; Ms. Angela D'Zamko; Mr. Willie Hughey; Mr. Brantley Porter

### **JCS ADMINISTRATION:**

Dr. John Jackson, Superintendent; Dr. Donna McMullan, Associate Superintendent; Mr. Tom Parker, Director of Middle School and Secondary Instruction; Mr. Trevor Metzger, Director of Special Education/Gifted; Dr. Michael Miller, TKES/LKES Coordinator; Ms. Miranda Storey, Instructional Technology and Data Specialist; Dr. Seajae Hartness, School Psychologist; Ms. Lauren Aguilar, School Psychologist

### **JCS PRINCIPALS:**

Ms. Annette Beckwith (JES); Mr. Christopher Whitworth (JA); Ms. Melanie Sigler (JMS); Mr. Brian Moore (JHS)

### **JCS ASSISTANT PRINCIPALS:**

Ms. Carla Truelove (JES); Ms. Carol Ann Knight (JA); Mr. Howard McGlennen (JMS); Ms. Adria Whitworth (JMS); Ms. Jenny Hardy (JHS); Mr. Bill Navas (JHS)



## ARRIVAL AND DISMISSAL

### **Morning Drop-Off Procedures:**

School personnel will be available to supervise car riders in the gym (front entrance) at 6:45 AM each morning. Students in 5<sup>th</sup> Grade enter through the 5<sup>th</sup> Grade car rider line and enter the music room no earlier than 7:00 AM each morning.

Students arriving **PRIOR to 7:10 AM** must report to the gym or music room. Students arriving between 7:10 AM – 7:25 AM can be dropped off at the front entrance **OR** at the side 5<sup>th</sup> Grade entrance to report directly to their classroom.

**All parents should remain in line during morning drop-off. The middle parking lot in both arrival/dismissal areas are reserved for teacher parking and individuals that are parking for scheduled appointments in the building. DO NOT pull into the parking lot and drop your child off to cross the car rider line. Please do not park your car and walk your child in the building.**

Breakfast will be served daily between 7:00 AM – 7:20 AM.

### **Afternoon Dismissal Procedures:**

Procedures for afternoon dismissal are as follows:

- 5<sup>th</sup> Grade students, 5<sup>th</sup> Grade students with siblings in 3<sup>rd</sup> or 4<sup>th</sup> Grade, or students carpooling with 5<sup>th</sup> Grade students are dismissed from the side entrance on Dragon Drive.
- 3<sup>rd</sup> and 4<sup>th</sup> Grade students (who do not have a 5<sup>th</sup> Grade sibling or who are not carpooling with a 5<sup>th</sup> Grade student) will be dismissed from the front entrance on Dragon Drive.

The traffic pattern for afternoon pick-up will be restricted to these designated areas. The back entrance is reserved for buses only. **We ask that ALL parents/guardians remain in line for afternoon pick-up. Due to safety concerns, please do not park and enter the building to pick your child up from school.** Parents who remain in the car pick-up line help us to allow for uninterrupted traffic flow. **WE DO NOT HAVE WALK-UP PICK-UP.**

**Please Note:** All Jefferson Academy students **must be picked up promptly at the end of each day unless they are enrolled in the afternoon PLUS Program.** Two pick up cards for vehicles will be provided to each family. Please clip the pick-up card to the passenger visor or window. If the card is attached to the visor, keep the visor down until your child is loaded each day. For the sake of efficiency, personnel in charge will focus on the card rather than the car or the driver. In the event that you forget your card, the parent/guardian will be expected to park in the parking lot and report to the front office to check out the child. If you have misplaced your pick-up card, please request a replacement card at the time of check-out. We strive very hard to be consistent with all practices and procedures. Your spirit of cooperation will enable us to maximize our level of efficiency. **If your child(ren) are still on campus at 3:00 PM, we will send your child(ren) to our afternoon PLUS program. Fees will be charged for PLUS participation.**

### **Parent Change in Student Transportation:**

**Only in the case of a rare emergency should changes be made via telephone. Please understand that late notification of a transportation change could result in a breakdown of communication. In such case, the safety of your child could be jeopardized. Thus, any emergency change in transportation should be made prior to 1:30 PM.**

Please note that Jefferson Academy personnel will not deviate from a student's routine dismissal plan without official notification from the parent or guardian. Official notification is two-fold. Notification in the agenda will give direction to the teacher. Notification on a separate full sheet of paper will be sent to the office to give direction to supporting personnel in charge of dismissal. **The sheet should include (1) the name of the student, (2) the name of the teacher, and (3) specifics relative to the change (to include the duration of the change).**

**Example 1:** Sam Jones in Jenny Jackson's 3<sup>rd</sup> Grade class will ride home on Bus #5 on September 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>. He will get off the bus at 123 Jonesboro Road. Sam will not be a car rider on these days.

**Example 2:** Sam Jones in Jenny Jackson's 3<sup>rd</sup> Grade class will be a car rider on September 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. He will be picked up by Bob Smith, who is on the pick-up list. Bob will have a pick-up card on his visor to verify this change. **Remember:** Unless the person designated for pick-up has an official pick-up card, he/she will be expected to check the student out through the front office. Identification will be required and the name should appear on the transportation card.



## DRESS FOR SUCCESS

It has been noted in research that a school dress code such as the one adopted by JA positively impacts learning, behavior, and school pride. Thank you for your support of the JA "Dress for Success" policy. **Our School Colors are RED, WHITE, and BLUE (navy and royal).**

### Shirts:

- Have a collar (polo, button-up)
- Are solid in the color red, white, or blue (navy and royal blue are accepted; light blue is not a school color)

### Pants, Shorts, Skirts, Jumpers, and Leggings:

- Are solid in the color khaki, red, white, navy blue, or royal blue
- Must be fingertip length
- Belted pants are not required
- Wind pants and sweatpants **are NOT permitted**
- Jumpers must have a collared shirt underneath them
- Leggings must be worn under pants, shorts, skirts, or jumpers

### Jackets (that are worn within the classroom):

- Follow our color combinations of khaki, red, white, navy blue, or royal blue
- Do not have to be solid in color
- Reminder: Gray and Black are not school colors

### Sweatshirts (that are worn within the classroom):

- Are solid in the color red, white, navy blue, or royal blue
- Have a collared shirt underneath them
- A Jefferson logo can appear on the front or back

### Spirit Day Dress:

- Students may wear jeans, gym shorts, or wind pants in solid school colors
- Jeans with holes **are NOT permitted**
- T-shirts and sweatshirts in solid school colors or display a Jefferson spirit logo
- Dresses, shorts, and skirts must be fingertip length

### Free Dress Day:

- Shirts or dresses with spaghetti straps, tanks, or halters and jeans with holes **are NOT permitted**
- Dresses, shorts, and skirts must be fingertip length

**Please Note: Tennis Shoes are required on gym days. Patterned shirts and bottoms Are Not Considered dress code. Rolling book bags are Not Permitted. The clothing closet may be utilized to help students fulfill the dress code.**

### Spirit Wear Days:

August 24 (Spirit Wear)  
September 27 (Spirit Wear)  
October 31 (Orange Out)  
November 16 (Spirit Wear)  
December 18 (Holiday/Spirit Wear)

January 25 (Spirit Wear)  
February 14 (Pink Out)  
February 22 (Spirit Wear)  
March 15 (Green Out for St. Patrick's Day)  
March 22 (Free Dress/Spirit Wear)

April TBD (Spirit Wear)  
May (Spirit Wear for Field Day)  
May (Free Dress for Honors Day)  
May 17 (Free Dress/Spirit Wear)





# FOOD SERVICES

## **Breakfast and Lunch:**

The cafeteria is provided as a service for students and staff members. Monthly menus are posted on the Jefferson Academy website: <http://ja.jeffcityschools.org>. It is permissible for students to bring lunches from home.

Breakfast is served each morning in the cafeteria. Students must be in line no later than 6:55 AM in order to go through the serving line, eat, and report to class by 7:25 AM. Please plan accordingly.

Free and reduced price meals are provided for those children who are eligible, as determined by the family size income scale. A letter explaining the free meal policy, the qualifying income scale, as well as an application will be given to each parent at the beginning of the school year. Names of children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner. There shall be no overt identification of any children by use of tokens or tickets or by any other means (Policy JGHA).

## **Cost of Meals:**

<b>Breakfast:</b>		<b>Lunch:</b>	
Reduced	\$0.30	Reduced	\$0.40
Full Pay	\$1.40	Full Pay	\$2.50
Adult	\$1.75	Adult	\$3.50
Extra Milk	\$0.50	Extra Milk	\$0.50

Meal prices may be adjusted to reflect rising costs.

## **Guidance for the Completion of Envelopes:**

All meal related money sent to teachers must be placed in a sealed envelope and include grade, teacher name, student name, and lunch money amount. Teachers will send sealed envelopes to the cafeteria for processing.

<b>Money envelopes should include:</b>
<b>Purpose of Money (i.e. "Lunch")</b>
<b>Grade and Teacher Name</b>
<b>Student Name</b>
<b>Total Amount of Money Enclosed</b>

**Please Note:** In an emergency situation, students will be permitted to charge up to five (5) meals. Once students accumulate five (5) charges, parents and teachers will be notified of the beginning date that full meals will not be served. When the account is satisfied, full meals will resume with payment. It is requested that parents pay for the week's breakfasts and/or lunches each Monday morning, **preferably by check**. Payments for the month should be calculated on the number of school days in the month. Payment for extra milk may be included as well. Parents may write one check for multiple children in the same school as long as complete information is recorded on the envelope.

## **Lunch with Your Child/Cafeteria Visitation:**

At Jefferson Academy, we always welcome our students' parents to join them for lunch. Parents must first sign in at the front office to receive a visitor's badge. If anyone other than the parent or legal guardian is having lunch with a child, a written note must be received in advance of the guest to be permitted to eat lunch. Check the JA website for the lunch schedule. Be aware lunches brought into the cafeteria from outside restaurants must be placed in generic containers that do not identify a specific restaurant. Also note it is a federal regulation that soft drinks not be allowed in the cafeteria.

Please meet your child at the cafeteria entrance to eliminate classroom interruptions. Parents are invited to take their child only to the tables located on the stage or outside in the courtyard. If eating in the courtyard, please re-enter the building at the front office. Parents are **ONLY** allowed to have lunch with their own children. Parents who have more than one child may not take one child from class during another child's lunchtime in order to eat with both at the same time. In addition, please say your goodbyes in the cafeteria and do not plan to visit the classroom or conference with the teacher when you are staying for lunch.



## SCHOOL ACTIVITIES

### **Morning Announcements:**

The student body and Jefferson Academy faculty participate in audio announcements and video announcements each Friday morning. This media vehicle provides individuals with the opportunity to engage in the Pledge of Allegiance to the Flag, as well as a moment of silence, while promoting, reinforcing, and recognizing responsible choices as related to the character education program.

### **Pledge of Allegiance to the Flag:**

Students are afforded the opportunity to recite the Pledge each day during morning video announcements. All students shall be encouraged to stand. However, students not participating in the recitation of the Pledge may (a) stand and refrain from reciting the Pledge or (b) remain seated.

### **Moment of Silence:**

In compliance with Georgia law at the opening of school on every school day in each classroom in Jefferson City Schools, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

### **Ceremonies (Policy IKD):**

The Jefferson Academy staff strives to involve students in school ceremonies and observances as well as activities related to character education and conflict resolution. Such activities can encourage each child to become a disciplined, creative, and well-motivated learner.

### **Character Education Program:**

Jefferson Academy's Character Education program is centered on character traits and etiquette. These words are introduced and recognized daily through our "Dragon ROAR" program. Students are chosen that represent character qualities of the month and are recognized weekly during video morning announcements.

### **Career Awareness Activities:**

Small group activities will offer students the opportunity to explore and reinforce areas of career awareness based on the CCRPI indicators. A Career Day will also be held at Jefferson Academy for Grades 3-5 to engage students with community members, parents, and business partners in order to introduce career strands.

### **Snacks from Home:**

Students are allowed to bring a healthy, nutritious snack to eat at a specified time during the day as determined by their teacher. We encourage all parents to send a water bottle with children each day. In support of hygiene, students should take home water bottles daily to be washed and refilled each evening. Drinks are restricted to water (no flavored water).

### **Lost and Found:**

Please label your children's clothes, school supplies, etc. A box located in the cafeteria serves as the lost and found. When this box fills to overflowing, the items are donated to charitable organizations. Donations will also be made at the end of the first semester and at the end of the school year. Please plan accordingly to check for lost clothing.

### **Visiting the School:**

We welcome your presence in our school. Our only request is that all visitors sign in and out through the front office upon entry and exit as per House Bill 161. This bill provides that persons entering a school building between the hours of 7:00 AM and 3:00 PM who are not students or employees of the school must check in at the office and provide a reason for his/her presence in the building. Failure to check in and obtain a visitor's pass will result in a misdemeanor of a high and aggravated nature and charges being filed. Anytime you enter or exit Jefferson Academy, please sign in and out, respectively.

**Parties:**

There are two (2) official parties during the year at each grade level. One is scheduled for the last day before Winter Holidays in December and one on the last day of school. In conjunction with local police and GEMA, one parent per child is allowed to attend the parties. No birthday parties, as such, are allowed in Grades K-5. However, a small birthday treat may be sent to be served during lunch, but refrain from meal-type snacks (i.e. pizza). If you choose to send a drink, please only send non-flavored bottled water. Please work with your child’s teacher in advance if you plan to send a snack in recognition of your child’s birthday.

**Please Note:** Unless you include all students within your child’s classroom, party invitations may not be passed out at school. Also, no balloons or flowers are allowed on the bus. Also, please be aware of the system decision in regards to Valentine's Day. Valentine’s Day deliveries will not be accepted for students at the school.

**Field Trips (Policy IFCB):**

Field trips may be taken by classes and groups of Jefferson City Schools as an extension of regular educational experiences. Students participating in field trips must present written permission to school officials from parents for such participation and must observe the same rules of conduct as prescribed for regular classroom activities. It shall be the responsibility of teachers and other school personnel to properly supervise and plan field trips in order that they shall accomplish some worthwhile educational objectives. The Jefferson City Schools Board of Education shall not be responsible for any injury or loss of property resulting from a student’s participation in a field trip.

**Student Clubs and Organizations:**

According to Georgia Law, Code Section 20-02-0705, a parent or legal guardian may decline permission for his or her child to participate in a club or organization. If a parent wishes to exercise this right, they must present their request in writing to the Principal upon enrollment for the 2018-2019 school year. There are currently no active clubs at JA.

**Fundraising Activities (Policy JKB):**

The Board recognizes that fundraising by student groups is necessary from time to time. The Board further recognizes that such activities promote knowledge of economics, stewardship of funds, and interpersonal skills.

**Please Note:** Students should not participate in door-to-door sales. Instead, parents should support students in selling to family members, friends, and colleagues. Also please be aware all participation in fundraisers is completely voluntary.

**Parent Involvement:**

We encourage every parent to set a personal goal to be involved in one or more parent opportunities at Jefferson Academy. Parent involvement is crucial to the learning process. Your personal involvement speaks volumes to your children relative to the emphasis you place on the education of your child(ren). Examples of parent involvement opportunities are listed below:

**Parent/Teacher Opportunities:**

- “Meet the Teacher” Registration Day
- Curriculum Night
- Fall & Spring Conferences
- Family Reading Night
- Science Night

**Communication:**

- Infinite Campus
- School Messenger
- E-Mail
- JA Website
- Weekly Newsletters (e-mail or hard copy)
- Response to Intervention (RTI) Meetings

**Student Progress Related:**

- Daily Agendas
- Weekly Folders
- Quarterly Progress Reports & Report Cards

**School Related Meetings:**

- School Council Meetings

**Family Events:**

- Fall and Spring Book Fairs
- PTO Family Opportunities (Dragon Fit Challenge, etc.)
- Winter Dance
- Field Day
- Grade-Level Musicals
- Family Art Nights

**Parent Support Opportunities:**

- PTO Activities
- Field Trip Chaperone
- Legacy Youth Volunteer
- Classroom Volunteer
- School Committee Parent Representative

**Parent Teacher Organization (PTO):**

All parents are urged to become active members of the JA Parent Teacher Organization (PTO). Through its regularly scheduled meetings and activities, the PTO offers parents and teachers the opportunity to plan and work together.



# ATTENDANCE

## **Compulsory Student Attendance Law:**

Notification of Provisions of Georgia's "Compulsory Student Attendance Law" (O.C.G.A. 20-2-690.1):

The Jefferson City Schools Board of Education and the State of Georgia believe that regular attendance at school is important to a child's academic success. The law requires that all children between their sixth and sixteenth birthdays be enrolled in and regularly attend an approved educational program.

According to State Board of Education Rule 160-5-1-.10, Student Attendance, a student is considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five (5) unexcused absences during the school year. The responsibility for assuring compliance with the compulsory law resides with parents, guardians, and other persons having control or charge of school age children.

Failure to comply with the law is a misdemeanor punishable by a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties. Each unexcused absence after five (5) for the year is a separate criminal offense, and the penalties described above will apply independently to each such offense.

## **Absences and Excuses (Policy JBD):**

The Superintendent shall develop or cause to be developed rules relating to student absences and excuses, which are in accord with State law and State Board of Education policy.

### ➤ **Absences for School Sponsored Non-Instructional Activities:**

Each school year student absences for school sponsored non-instructional activities shall be limited to no more than 10 days. Principals may use an additional three (3) days per year to schedule non-instructional activities. For purposes of this policy, testing, counseling (including parent-teacher conferences), and health screening are deemed to be instructional activities.

### ➤ **Absences Not Related to School Sponsored Activities:**

The Board believes that maximum learning occurs only when students attend class regularly. Research and experience have shown that students with good attendance records are more likely to have higher grades, present fewer discipline problems, have a more positive attitude toward school and learning, and form good work habits. The policy which follows is a statement reflecting the high priority the Board places on attendance, and the concern it feels for the educational progress of all students.

It is the responsibility of Jefferson City Schools professional staff to enforce the compulsory attendance law where applicable. The state requires a daily record of attendance to be maintained, which reflects whether each absence is excused or unexcused in accordance with the law.

Upon returning to school following an absence, a student must report to the school Principal or his/her designee with a written note from a parent, guardian, physician, or legal authority stating the reason for the absence before being admitted to class. It is the responsibility of the Principal to establish guidelines for submitting such notes or excuses. The Principal or his/her designee shall determine whether the absence is excused or unexcused in accordance with the policies and regulations of the Jefferson City Schools Board of Education which are based on the compulsory attendance law.

Absences defined as excused include the following:

1. Personal illness or when attendance in school 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. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to five (5) days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

The Principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Students shall be counted present under the following circumstances:

1. When they are serving as pages of the Georgia General Assembly.
2. A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

A student shall be considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five (5) days of unexcused absences during the school year. For the purpose of determining student truancy, days missed as a result of out-of-school suspension shall not count as unexcused absences, but shall be counted as unexcused for all other purposes.

When a student has accumulated five (5) unexcused absences, the Principal or his/her designee shall make two (2) reasonable attempts to notify the parent or guardian of the student. If the two attempts are unsuccessful, the school shall send written notice via certified mail with return receipt requested.

**For more information, refer to JCS Policy JBD.**

### **Absence Notes:**

**We encourage students to be in school and to be on time. Students who leave school before 11:10 AM or enter after 11:10 AM will be considered absent.**

**On the school day following an absence, parents must send a note on a full sheet of paper, which includes the following information:**

1. **Student's name**
2. **Homeroom teacher's name**
3. **Date(s) of absence(s)**
4. **Specific reason for the absence**
5. **Parent, guardian, doctor, or governmental agency signature.**

**In instances when no written excuse is provided within five (5) school days, such absences can be unexcused.**

Consideration for pre-arranged absences should be submitted five (5) school days prior to the expected absence(s). To ensure the timeliness of this request, the request should be submitted by the parent to the attendance clerk in the front office. Current and past attendance history, duration of the absence, and other factors will be considered in the decision making process.

### **Student Attendance (Policy JB):**

In responding to student attendance issues, the school system shall comply with all requirements of state law, applicable State Board of Education rules, and the attendance protocol developed by the Student Attendance Protocol Committee.

#### **➤ Grades and Absences:**

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

#### **➤ Policies and Procedures to Reduce Unexcused Absences: Notification:**

1. The school system shall provide to the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as "parent") when the student has five (5) unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two (2) reasonable attempts to notify the parent, the school system will send written notice via first-class mail or via certified mail, return receipt requested; and
2. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested; and
3. Each school shall provide to the parent of each student enrolled a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment, the parent will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age 10 or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local Board policy.

**For more information, refer to JCS Policy JB.**

## **Attendance Procedures:**

Attendance will be tracked throughout the school year. The following procedures will be among those used to build a greater awareness of accumulating absences: daily automated telephone calls and periodic calls made by the student's teacher, attendance committee members, the Assistant Principal and/or Jefferson City Schools' visiting teacher.

A student shall be considered truant when he or she is subject to the compulsory attendance law and has accumulated more than five (5) days of unexcused absences for the school year. The following progression of steps will be followed in response to student absences:

1. Letter in agenda to be signed by the parent and returned to the registrar after three (3) unexcused absences.
2. The Principal or his/her designee shall make two (2) reasonable attempts to notify the parent or guardian after five (5) unexcused absences. If the two (2) attempts are unsuccessful, the school shall send written notice via certified mail with return receipt requested.
3. Attendance conference with attendance committee member(s) at seven (7) unexcused absences.
4. Referral to the Jackson County Student Attendance Review Board or, if the circumstances warrant, directly to the court(s) after seven (7) unexcused absences and notification through the mail documented.
5. Attendance conference with attendance committee member(s) may be held for excessive tardies and/or early checkouts.

**Please Note:** All absences become part of the student's permanent record.

Our school calendar allows many opportunities for long weekend outings and extended vacations throughout the school year: Labor Day Weekend, Fall Break in October, Thanksgiving Holidays, Winter Holidays, MLK Holiday in January, Mid-Winter Holiday in February, Spring Holidays, and Summer Break. Please review the school calendar provided in the student agenda and plan accordingly in support of regular attendance.

### ➤ **Punctuality:**

Punctuality is a life skill established at a young age. Plan accordingly to enable students to be in the classroom prior to 7:25 AM each morning. Students entering the classroom after the published start time will be marked tardy. When your child is late they miss out on important instruction, lunch choices, and morning work.

Tardies will be tracked throughout the school year. The following provisions will be among those used to reduce tardies: telephone calls; first-class letters; referral to the Attendance Committee and/or the Jefferson City Schools' visiting teacher.

### ➤ **Early Check Outs:**

Please avoid early checkouts except when absolutely necessary. Students leaving before the end of the day miss valuable instructional delivery. We respectfully request that early checkouts be reserved for emergencies or medical/dental appointments that cannot be scheduled after school hours. Whenever a student is called from the classroom for early pick-up, instruction is interrupted for all students. Some studies indicate that it takes seven (7) minutes for students to regain their instructional focus after such a disruption. Further, early checkouts, as well as calls related to changes in transportation, can create an unmanageable situation for office staff. Please help us provide your child every advantage for success in school by supporting our efforts. Please note that due to a disruption in the dismissal process, we ask that you remain in the pick-up line until your child is called for loading. In the event you must check your child out, plan to arrive before 2:30 PM and this will be counted as an early checkout.

Early checkouts will be tracked throughout the school year. The following procedures are among those used to reduce early checkouts: telephone calls; first-class letters; and referral to the Attendance Committee.

**Please Note:** Students are not allowed to leave the school campus prior to dismissal without the permission of parent, guardian, or other person (as defined by O.C.G.A. 20-2-690-1). On the rare occasion when it is absolutely necessary that a student leave before dismissal, the parent, guardian, or other person (as defined by O.C.G.A.20-2-690.1) must come to the front office to complete the sign-out process. The transportation form that the parent or guardian completes during the registration process will be used to verify those adults who have been authorized to check out an individual student. Please be prepared to provide personal identification if requested. Check out will be denied to those individuals not listed. Office personnel will notify the student of the dismissal via the intercom.



# CURRICULUM AND PROGRAMS

## **Curriculum Development (Policy IC):**

The curriculum taught in Jefferson City Schools is the Georgia Board of Education adopted Georgia Standards of Excellence (GSE) <https://www.georgiastandards.org/Georgia-Standards/Pages/default.aspx>.

### ➤ **Board Adopted Texts:**

Textbooks are supplied through state and local funding. These books are loaned to the student as needed and should be treated as borrowed property. If a textbook is lost or damaged, the student must make payment in accordance with the State Department of Education price list. In addition, the Board of Education provides funds for instructional materials to include library books, technology resources, and other teaching aids to help teachers carry out the instructional program.

### **Supplementary Print Resources:**

Leveled Readers  
Literature Circle Class Sets  
Scholastic News

### **Supplementary Technology Software:**

Accelerated Reader	Reading PLUS
BrainPOP	STAR Reading and STAR Math
IXL (ELA)	STEMscopes
iRead	System 44
Learning A-Z	TrueFlix
Lexia	Type to Learn

### ➤ **Professional Qualifications – Parents Right to Know:**

In compliance with the requirements of the Every Student Succeeds Act, Jefferson City Schools informs parents at the beginning of the school year of their “right to know” the professional qualifications of the student’s classroom teacher(s) and paraprofessional(s). The following information may be requested by parents by contacting the JA Principal, Mr. Christopher Whitworth, at (706) 367-2300 or [cwhitworth@jeffcityschool.org](mailto:cwhitworth@jeffcityschool.org).

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

Whether the student’s teacher:

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **Specials Programs:**

Art, Digital Literacy, Media, Music, and Physical Education

## **Support Programs:**

### ➤ **Academic Extension Program:**

To the extent feasible, instruction for students is extended through after school and/or summer programs for those students who meet the criteria for participation.

### ➤ **Early Intervention Program (EIP):**

This is a state funded program for students in Grades K-5 who meet the criteria for additional instructional support. Multiple data is used each year to determine eligibility. Various models are used to accelerate student achievement. Students exit the program as soon as they obtain the necessary skills and concepts for successful grade level performance.

### ➤ **English to Speakers of Other Languages (ESOL):**

English to Speakers of Other Languages (ESOL) is a state funded instructional program for eligible English Learners (ELs) in Grades K-12 (Georgia School Law Section 20-2-156 Code 1981, Sec. 20-2-156, enacted in 1985). Title III is a federally funded program which provides eligible Local Education Agencies (LEAs) with subgrants to provide supplemental services for ELs. Both ESOL and Title III hold students accountable for progress in English language proficiency and evidence of attainment of English language proficiency sufficient to exit ESOL services.

The ESOL Program is a standards-based curriculum emphasizing social and academic language proficiency. The curriculum is based on the integration of the WIDA Consortium English Language Proficiency Standards with the Georgia Performance Standards. This integration will enable English Language Learners (ELs) to use English to communicate and demonstrate academic, social, and cultural proficiency.

More information regarding the ESOL program may be obtained from the Georgia Department of Education at: [http://www.doe.k12.ga.us/ci\\_iap\\_esol.aspx](http://www.doe.k12.ga.us/ci_iap_esol.aspx).

➤ **Gifted Program:**

A gifted student is a student who demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his/her abilities.

- To be eligible for gifted education services, a student must either:
  - score at the 99<sup>th</sup> percentile (for Grades K-2) on the composite or full scale score of a standardized test of mental ability and meet one of the achievement criteria described in State Board of Education Rule 160-4-2-.38.
  - qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity, and motivation.
- To be eligible for gifted education services, a student must meet the criterion score on a nationally-normed test and either have observational data collected on his or her performance or produce a superior product as outlined in State Board of Education Rule 160-4-2-.38. Information shall be collected in each of the four data categories for all students who are referred for gifted program evaluation. Any data used in one area to establish a student's eligibility shall not be used in any other data category.
- Any test score used to establish eligibility shall be current within two (2) calendar years.

The testing window is as follows:

- New 1<sup>st</sup> and 2<sup>nd</sup> Grade JCS students: End of August through the month of September.
- Returning JCS students and Kindergarten students: Second Semester
- However, all referred/considered students must be submitted to and approved by the Gifted Eligibility Committee before testing will occur.

**For additional information refer to State Board of Education Rule 160-4-2-.38.**

➤ **Homebound Instruction Program:**

Jefferson City Schools shall provide hospital/homebound instruction to students, including students with disabilities, who meet the following eligibility requirements:

- receipt of a Jefferson City Schools medical referral form stating that the student will be absent a minimum of 10 consecutive school days; or, that the student has a chronic health condition causing him/her to be absent for intermittent periods of time during the school year.
- a statement that the student is physically able to participate in instruction; and
- a signature of a physician licensed by the appropriate state agency or board.

**For additional information refer to Jefferson City Schools' Board Policy IDDC.**

➤ **Migrant Education Program (MEP):**

Migrant Education is a national program that provides supplemental education services to migrant children in the United States. The MEP is designed to support high-quality and comprehensive educational programs to migratory children to help reduce the educational disruptions and other problems that result from repeated moves. These programs are always supplemental in nature and can be academic and/or social in focus.

➤ **Special Education:**

Within Jefferson City Schools provisions for children who exhibit exceptionalities within the program guidelines shall be met by various individual special education programs. These programs may include, but are not limited to, behavior disorders, communicative disorders, mental retardation, specific learning disabilities, visually handicapped, and other health impairments. These programs shall be conducted under the guidelines of State policy, as outlined in State regulations IDDD and IDDF, and in compliance with State and Federal laws relating to the education of exceptional children.

Prior to a referral to Special Education Programs, students in Jefferson City Schools are engaged in the Response to Intervention (RTI) process in support of improving student achievement for all learners. The Student Support Team (SST) process is included in one of the final tiers of the intervention pyramid. The SST process is a combined effort of system personnel to address the individual needs of students at the school level. Parents are invited to attend all RTI/SST meetings. The SST may refer students for additional screening and possibly a full psychological assessment. The results of the psychological assessment will determine eligibility for special educational services.



Jefferson City Schools offers a full range of special education services for disabled and exceptional school age children. This includes programs and related services for students who are learning disabled, emotionally/behaviorally disordered, speech impaired, visually impaired, physically impaired, hearing impaired, intellectually disabled, autistic, traumatic brain injured, significantly developmentally delayed, other health impaired, gifted, and hospital/homebound. Any disabled child, age three (3) as of September 1, through age 18, or through age 21 dependent on completion of his/her program, is eligible for special education services. In addition, center based and homebound services are available for preschool disabled children from age three (3) through age five (5). These programs are provided at no cost to the parent.

If you are the parent or guardian of the disabled child you may contact Mr. Trevor Metzger at (706) 367-5209 for further information regarding the referral process. If your child has already been evaluated, we would appreciate copies of your child's records (psychological, medical, and educational). You may authorize the release of the information by contacting the person(s) or agency who evaluated your child and asking that the records be sent to us. These records should be addressed to: Mr. Trevor Metzger, Special Education Director, 345 Storey Lane, Jefferson, Georgia 30549.

➤ **504 Program:**

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’s 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. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

➤ **Title I Program:**

The Title I Program in some of Jefferson City Schools is a federally funded, supplemental program which is designed to ensure that all eligible students have an opportunity to obtain a high quality education and to achieve proficiency on high academic standards. The Title I Targeted Assistance Program is based on multiple criteria.

Parent involvement (Board Policy LEBA) is an important component in a student’s success in school. The board encourages parents to become involved in their child’s education to ensure the child’s academic success. The board will:

- Involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement.
- Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- Build the schools’ and parents’ capacity for strong parent involvement;
- Coordinate and integrate parent involvement strategies under Title I with other programs, including those listed under 20 U.S.C. 6318(a)(2)(D).
- Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities, and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
- Involve parents in Title I activities.

The board will review this policy annually. The Superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the Superintendent to develop administrative regulations regarding the policy.

Examples:

- Each school year, stakeholders will have the opportunity to review and sign the school compact as a pledge of student support.
- Additional parent involvement opportunities are outlined in this handbook. Each year parents will have the opportunity to indicate areas of interest on a Parent Involvement Survey.
- For parent ease and accessibility, a parent resource center is provided in the Jefferson Elementary and Jefferson Academy media centers. Resources may be checked out by parents, guardians, or other persons anytime during the school day.
- School committees, content surveys, and parent conferences provide parents with avenues for input and evaluation.

### **Communication of Progress (Policy IHA):**

Teacher-parent communication is essential to optimizing the learning process for students. The student agenda provides a means of daily communication. In addition, weekly folders provide parents with assessment feedback in all content areas relative to the current week. Quarterly Report Cards provide parents with a summary of progress for the 45-day period. Formal conferences with all parents will be held in the Fall of each school year. Parents or teachers may schedule other conferences as needed in support of student achievement and development and may request an administrator to attend, if desired.

### **Promotion (Policy IHE):**

Promotion decisions are made based on multiple data which includes teacher recommendation, parent input, and student assessment (i.e. running record results, technology software reports, progress monitoring results, report card grades, and Georgia Milestones results). The final decision is made by the committee majority but it is always the desire to reach a consensus with the parents/guardians.

### **After School and Summer Programs:**

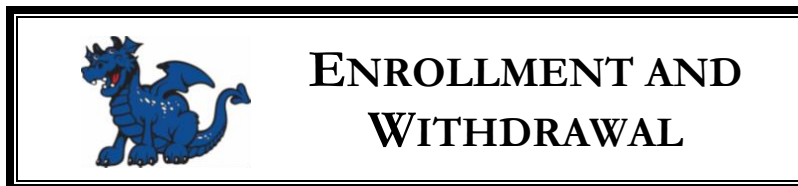
➤ After School and Summer PLUS Program:

The PLUS (**Programmed Learning Under Supervision**) Program is available on school days and throughout the summer (with the exception of pre-planning, furlough days, and recognized holidays) to rising 3<sup>rd</sup> Grade through 5<sup>th</sup> Grade students enrolled at JA from the time of school dismissal until 6:00 PM. Provisions for homework, snacks, and supervised activities are provided during the school year. Students will be under the supervision of board approved staff. Students who have previously attended PLUS will have first priority only if registration is completed on or before Open House in July. Any remaining seats will be offered during registration in the JA cafeteria on a first-come, first-serve basis.

Continued enrollment in the PLUS Program throughout the school year is contingent upon adherence to PLUS procedures outlined in the registration packet relative to prepaid fees, discipline, timely pick-up, and parent cooperation. Students can be released from the program upon the third notification relative to prepaid fees, discipline, and timely pick-up. An opportunity for summer enrollment will be provided at the end of the school year. Summer costs and program procedures will be announced prior to start-up. Please be aware that summer field trips, some snacks, and meals are not included in the daily or weekly fees.

➤ **Summer Extended Instruction:**

Summer school opportunities for students who meet the program criteria for extended instruction will be provided as feasible.



### **Compulsory Attendance Ages:**

Every parent, guardian, or other person residing in Georgia is required either to enroll and send children in their care and charge between the ages of six (6) and 16 to a public or private school or to provide a home study program for these children which meets the requirements set forth in law, unless the child is specifically exempt. The Board of Education is required by law to assure that all children between the ages of six (6) and 16 enrolled in public schools in the district are attending school unless they are enrolled in a private school or home study program.

All children enrolled for 20 school days or more prior to their sixth birthday shall become subject to all the provisions of State law and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained six (6) years of age.

### **Entrance Age:**

All children shall have attained the age of six (6) by September 1 of fiscal year in order to be eligible for enrollment in 1<sup>st</sup> Grade. A child who was a legal resident of one or more other states for a period of two (2) years immediately prior to moving to this state and who was legally enrolled in a public Kindergarten or 1<sup>st</sup> Grade, or a Kindergarten or 1<sup>st</sup> Grade accredited by a state or regional association, shall be eligible for enrollment in the general education programs if such child will attain the age of five (5) for Kindergarten or six (6) for 1<sup>st</sup> Grade by December 31 of the fiscal year and is otherwise qualified. For more information regarding entrance age, refer to JCS Policy JBB.

### **Admission Requirements (Policies JBC (1), JBC (3), JBCD, and JGCB):**

The parent or guardian, or other person must provide the following documents when enrolling a student in Jefferson City Schools:

- A certified copy of the enrolling student's birth certificate.

- An updated certificate of immunization (DHR form 3231) from a licensed physician (O.C.G.A. 20-2-771). No child shall be admitted to Jefferson City Schools unless such child has been immunized from contagious diseases as defined by the State Board of Health. Parents must furnish school personnel with a certificate from a licensed physician acknowledging that the child has been immunized. (JCS Policy JGCB).
- An official eye, ear, and dental certificate ensuring that the child has been examined. (O.C.G.A. 20-2-770) (Kindergarten students will be provided an eye, ear, and dental screening during the initial enrollment period.)
- A copy of the child's official social security card or a signed form stating the individual does not wish to provide the social security number (O.C.G.A. 20-2-150). **Please Note:** No student shall be denied enrollment in Jefferson City Schools for declining to provide his/her social security number or for declining to apply for such a number (JCS Policy JBC(3)).
- Proof of residency document (utility bill: electrical or water) in the name of parent or guardian with whom the student resides.
- In instances where a student does not reside with a legal parent or guardian, the person enrolling the child must obtain and complete a Non-Parental Affidavit of Residence Form to be kept on file in the student's permanent record.
- Parents of any student(s) transferring to Jefferson City Schools from another school system will be required to sign a Request for Records Form to submit to the student's former school.
- Parents of twins or other multiples may request same classroom placement if in the same grade level, if at the same school, and if meet class eligibility requirements. However, the request must come no later than five (5) days before the first day of school. Students new to Jefferson City Schools who register after the school year begins must make the request within the first five (5) days of enrollment.
- If students and their parents reside at the home of a relative or other individual, a Multi-Family Residency Form will need to be signed by the parents and homeowner and notarized to be submitted to the school with a utility bill in the name of the homeowner.

**For more information, refer to JCS Policies JBC(3), JBCD, and JGCB.**

**Please Note:** Failure to provide the listed documents could result in the child's removal from school.

➤ **Homeless Students (Policy JBC(1)):**

- To the extent practical and as required by law, Jefferson City Schools will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.
- Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including (1) sharing the housing of other persons due to loss of housing or economic hardship, (2) living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations, (3) living in emergency or transitional shelters, (4) are abandoned in hospitals, (5) living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings, (6) living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings, and/or (7) are migratory children living in conditions described in the previous examples.
- The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.
- To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.
- If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.
- Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

- Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.
- The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

➤ **Admission of Students from Home Study Programs or Non-Accredited Schools:**

- Any student from home study or non-accredited school entering Grades K-8 will be evaluated on a basic skills test provided by the school system and administered by school personnel.
- Student grade placement will be determined based on the results obtained from school administered tests. Students entering the 4<sup>th</sup> Grade will be required to obtain a passing score on the 3<sup>rd</sup> Grade Georgia Milestones before being placed in a 4<sup>th</sup> Grade class.
- Any student entering Grades 9-12 in the school system from a home study program or non-accredited school will be required to pass a school administered test in each subject area and any applicable End of Course Tests.
- No credit will be given for course work obtained in a home study program or non-accredited school unless comparable course work is offered as part of the curriculum.
- All students enrolled in schools are evaluated on a periodic basis in order to assess student achievement and program effectiveness. Students entering or re-entering the school system will be required to participate in all state or local testing programs when applicable.

**Non-Resident Students (Policy JBCB):**

The Jefferson City Schools Board of Education appreciates the positive contributions non-resident students have made, and will continue to make, to the overall success of the system. The Board desires to continue enrolling out-of-district students in a fashion that will facilitate a quality instructional program for all its students.

At present, Jefferson Elementary School, Jefferson Academy, Jefferson Middle School, and Jefferson High School meet the enrollment requirements for a based-sized school. Thus, non-resident students enrolled in a Jefferson City School who meet the requirement for a based-sized school as defined by the Georgia Department of Education are required to pay tuition as determined annually by the Jefferson City Schools Board of Education. Annual tuition is due upon acceptance and prior to the beginning of each school year.

**Please Note:**

- Transportation for non-resident students will be the responsibility of the parent, legal guardian, or other person(s) in charge.
- When a student's parent(s) or legal guardian(s) relocate(s) from a City of Jefferson residency to an out-of-district residency, that student must comply with Policy JBCB once non-residency has been established. It is the parent or legal guardian's responsibility to immediately complete an Out of District Application and a Parent/Student Contract for continued admission consideration. Failure to report in a timely manner may result in the removal of your child from JA.
- Non-resident students may be removed from Jefferson City Schools for any of the following reasons:
  1. unacceptable behavior;
  2. unacceptable attendance;
  3. lack of effort or poor academic performance;
  4. falsification and/or misrepresentation of information during the application process; and
  5. other good and sufficient cause.

**Spring Pre-K and Kindergarten Registration:**

Registration for Pre-K and pre-registration for Kindergarten students for the 2019-2020 school year will be scheduled and announced in Spring of 2019.

**Withdrawal of Students:**

Please notify the school registrar, appropriate teacher(s), and fill out a withdrawal form prior to withdrawing your child(ren). All textbooks/library books must be returned, and any outstanding account balances must be settled. These include but are not limited to outstanding cafeteria charges, PLUS balances, and/or replacement costs for lost textbook(s) and/or library book(s).

Once the student enrolls in a new school, personnel from that school will send a signed Request for Records form, which will enable Jefferson Academy personnel to release school records. Any student withdrawing for the purpose of enrolling in a home study program must fulfill the requirements as outlined in Board Policy JBC(2).

➤ **Withdrawing to Attend Home Study:**

A student withdrawing from the school system to enter a home study program must meet the following requirements:

- Parent or guardian files a declaration of intent to operate a home study program and the name(s) of the student(s) enrolled.
- Parents or guardians may teach only their own children or employ a tutor to teach such children.
- Program should provide a basic academic program of 180 days of instruction including, but not limited to Reading, Language Arts, Mathematics, Social Studies, and Science.
- Students take an appropriate nationally standardized test to evaluate their educational progress at least every three (3) years beginning at the end of the 3<sup>rd</sup> Grade. These records must be retained in the home.
- The instructor writes an annual assessment of each student’s academic progress and retains the reports in the home at least three (3) years.
- Any student in a home study program must adhere to the compulsory attendance law.



**Emergencies:**

➤ **Emergency Procedures:**

School-wide emergency plans are in place for inclement weather, fire, hazardous spills, and/or other situations which may call for building evacuation. Teachers are instructed in the procedures to follow in the event of a disaster or crisis situation. If evacuation becomes necessary, our first priority is the safety of the students. Thus, communication to parents may be delayed. See Jefferson City Schools’ Policy JGF for more specific information.

➤ **Emergency Drills (Policy JGF):**

Fire drills are held once a month. Severe weather drills are conducted at least annually. Other emergency drills are conducted periodically during the year.

➤ **Emergency School Closings (Policy AFC):**

In case of severe weather or other emergencies, official information about school closings will be broadcast on the following:

**Radio Stations:**

STAR	Atlanta	94.1 FM
WNGC	Athens	106.1 FM
WSB	Atlanta	750 AM
WRFC	Athens	960 AM
WJJC	Commerce	1270 AM

**Television Stations:**

WSB	Channel 2	ABC
WAGA	Channel 5	FOX
WXIA	Channel 11	NBC
WNEG	Channel 32	Toccoa
WGCL	Channel 46	CBS

If there is no notification of a school closing for Jefferson City Schools on the radio/TV stations and/or the [www.jeffcityschools.org](http://www.jeffcityschools.org) website, please assume that school will begin at the regular time. Please be reminded that decisions relative to each individual school system (Commerce City, Jackson County, and Jefferson City) in Jackson County could be different due to conditions in related areas.

**The Clinic:**

➤ **Health Provisions (Policy JGC):**

A school clinic is available and staffed by a licensed nurse as feasible. In case of illness or injury of a routine nature, standard first-aid procedures are followed. A health information form must be completed by the parent or guardian during the registration process each year to notify the nurse and teacher(s) of health issues. It is vital that you keep emergency contact names and phone numbers up-to-date in the school office.

➤ **Medicines (Policy JGCD):**

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the Principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any

student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state laws. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

**Nurses or other school employees are authorized to administer an epi pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer an epi pen to a student in such circumstances shall be immune from civil liability.**

### **Is Your Child Too Sick for School?**

- Early in the morning, it can be difficult to know whether your child is sick enough to stay home from school. With minor symptoms, you often cannot tell whether he/she is going to get better or worse during the day.
- The main reasons for keeping your child home are:
  - He/she is too sick to be comfortable at school.
  - He/she might get other children sick.
- Your child should stay home if he/she has:
  - A fever higher than 100.4°F
  - Vomited more than once
  - Diarrhea (loose stool)
  - Frequent cough
  - Constant pain (ear, stomach, etc.)
  - A rash that has spread
- If your child often complains of pain that causes him/her to miss school, he/her may be avoiding school. Talk with his/her doctor before your child misses too many days. If he/she does not have a fever, your child may go to school with a mild cough, runny nose or other cold signs.
- Talk to your child's doctor if he/she has any of these problems:
  - A runny nose can be caused by pollen, dust or a cold. Mild cold or allergy signs should not be a reason to miss school. Healthy children may have as many as six (6) colds a year, especially in the early school years.
  - Coughing that continues or gets worse may be a sign of a second infection, such as sinusitis or pneumonia. These infections need medical treatment. It also may be a sign of mild asthma. Talk to his/her doctor if your child's cough is worse than you would expect with a cold. Call the doctor right away if your child is acting differently, has a fever, shortness of breath with activity or trouble breathing.
  - The flu is a virus that always occurs in the winter. It is easily passed to others. A child who has the flu always has a fever (main symptom) plus one or more of the following:
    - Body aches
    - Chills
    - Congestion
    - Sore throat
    - Vomiting



For example, your child may have a fever with body aches and congestion, but no vomiting. This is still the flu. Your child should stay home until he/she feels better and his/her fever is gone for 24 hours without taking fever medicine. Call your child's doctor for treatment tips. Everyone age 6-months and older should get a flu vaccine every year.

- Impetigo is a staph or strep infection. It causes red blisters that can be anywhere on the body or face. Pus drains from the blisters. A honey-colored crust may appear on the area. It can be passed to others by direct contact. Call your child's doctor for treatment. Your child can return to school after he/she has been on antibiotics for at least 24 hours.
  - Chickenpox is a virus. It causes fever and an itchy rash. The rash spreads all over the body, changing from red bumps to sores, then scabs. Your child should stay home until all bumps have scabs and no new bumps have formed for two (2) days. The virus can be passed to others at least two (2) days before the rash starts, so you need to let his/her school and playmates know if your child is sick. Call your child's doctor for treatment tips. There is a vaccine for children who have not had chickenpox. Kindergarteners and all 6<sup>th</sup> Graders who have not had chickenpox must get the vaccine.
  - Diarrhea and vomiting can cause a lot of discomfort. Diarrhea alone can be enough to keep your child at home. It may be embarrassing and uncomfortable for your child to have diarrhea at school. Call the doctor if diarrhea or vomiting happens a lot and your child also has fever, rash, pain or weakness. Keep him/her out of school until the illness passes.
  - Fever (higher than 100.4°F) is an important sign, especially when it happens with a sore throat, nausea, or rash. Your child may have an illness that can be passed to others. While you can treat the fever and make your child feel better, the illness (and the risk of passing it to others) is still there. Children with fever should stay home until there is no fever without medicine for 24 hours.
  - Strep and scarlet fever are caused by the same bacterial infection and can be passed to others. Signs include sudden sore throat and fever, stomachache, and headache. With scarlet fever, a rash usually shows up within 12 to 48 hours. Call your child's doctor right away if he/she has any of these signs. Your child should stay home until he/she does not have a fever and has been taking antibiotics for 24 hours.
  - Pinkeye, or conjunctivitis, can be caused by a virus, bacteria, or allergy. The first two can be passed to others. The white part of your child's eye may be red. You may see a cloudy or yellow eye discharge. Light might hurt his/her eyes. The doctor may give your child antibiotic eye drops. Ask your child's doctor when he/she can return to school.
  - Middle ear infections can cause pain and fever. They cannot be passed to others. Your child should see his/her doctor and should stay at home if he/she has fever or pain.
  - Scabies are small insects that dig into the skin. They cause itching and can be passed to others. See your child's doctor for treatment tips right away. Your child should stay home from school until scabies are treated and for 24 hours after treatment.
  - Lice are tiny, wingless insects that live on the scalp. They cause itching and can be passed to others. Call your child's doctor for treatment tips right away. Your child should stay home from school until he/she has one lice shampoo treatment and all live lice are removed. Lice nits or eggs should be removed with a fine-tooth comb. Nits alone should not be a reason to stay home from school after treatment. Nits cannot be passed to others. Check your child's head for 10 to 14 days to make sure no new lice have hatched. Tell your child not to share combs, brushes, hats, or other clothing.
- Hand-washing is the best way to stop the spread of infection. Call your child's doctor if you are not sure if he/she should stay home from school.
- Make sure your child's school knows how to reach you during the day and that there is a backup plan if the school cannot reach you.

## **Accidents:**

### **➤ Student Accident Insurance:**

At the beginning of each school year, parents have the opportunity to enroll pupils under a system-wide scholastic accident insurance policy. The cost of this insurance is nominal. Enrollment information is available during registration or in the school office at the beginning of the school year. Please note that all payments and/or claims are to be mailed directly to the insurance company.

### **➤ Student Accidents (Policy JGFGB):**

The function of the school in relation to sudden illness and accidental injury is one of emergency handling of the situations. School personnel shall act promptly and intelligently in emergencies for the saving of life, the prevention of further injury, and the alleviation of pain. As soon as possible, the parent or guardian of the injured child shall be notified. The Board is not responsible for subsequent treatment.

All injuries, accidents, etc. that take place at school or on school premises shall be reported to the Principal or his/her designee as soon as possible. The circumstances surrounding an injury shall be reported by the teacher to the Principal in writing as soon as practicable following an accident where injury results.

## **Student Safety:**

### ➤ **Bus Conduct (Policy JCDAD):**

Students are under the control of the bus driver during the times they are being transported. Rules of conduct may be established by individual bus drivers. Any violation of these rules will subject the student to disciplinary measures by the appropriate school Principal. (See additional information related to bus conduct in the behavior section of this handbook.)

**Please Note:** Buses are equipped with video equipment. The student behavior code, included in the Code of Conduct section of this handbook, also applies to students as they ride on school buses. More specific rules state that students must stay in their seats; be respectful of others; keep head, arms, and any objects away from window openings; and refrain from eating or drinking. Large or cumbersome items, balloons, pets, glass objects, or any other items that could jeopardize safety will not be allowed on buses. Consequences for inappropriate bus behavior may include, but are not limited to, conferences with the student and/or parents/guardians, assigned seating, or suspension from bus for one or more days. Parents are sent copies of bus discipline referrals through the student.

### ➤ **Student Organizations:**

In accordance with Georgia law, no person may haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. School organization means any club or other organization which has students as its principle members. “Haze” means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student’s willingness to participate in such activity.

### ➤ **Child Abuse or Neglect (Policy JGI):**

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the Principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Jackson County, Georgia. For more information, please refer to Jefferson City Schools Policy JGI.

### ➤ **Suicide Prevention (Policy JGJA):**

The Board of Education shall provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education. For more information, please refer to Jefferson City Schools Policy JGJA.



Students enrolled at Jefferson City Schools must comply with the system’s code of conduct. The purpose of the Student Code of Conduct is to provide students an effective and safe learning environment. Included in this section are prohibited behaviors and consequences for violations.

The Principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the Principal may undertake corrective measures which he or she believe to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the Principal or his/her designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the ability of such student’s classmates to learn shall file a report of such behavior with Principal or designee.

According to Georgia Law Code 20-2-735, relating to adoption of policies by local boards to improve the student learning environment, the following is inserted into the school code of conduct. Parental involvement processes developed pursuant to this subpart shall be designed to create the expectation that parents and guardians, teachers, and school administration will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about and actions in response to student behavior that detracts from the learning environment. The student code of conduct developed pursuant to the Code section shall encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.



## **Behavior Code (Policy JCDA):**

The rules, regulations, and policies of the school and the Board of Education will apply to students at school or on school property at any time, off school grounds at any school activity, function or event, while traveling to and from such events, at bus stops, and on vehicles provided for student transportation by the Board of Education. Students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

Violation of the following rules and regulations can result in suspension or expulsion. Depending on the frequency of the violation and severity of the violation and the severity of the offenses, any of the following violations may result in a disciplinary hearing. **Offenses include, but are not limited to the following:**

Alcohol	Tobacco	Weapons-Handgun
Arson	Trespassing	Classroom Disruption/Talking
Battery	Vandalism	Unexcused Absences/Tardies
Burglary	Destruction	Failure to Accept Discipline
Computer Trespass	Weapons – Knife	Other Discipline w/ State Activities
Disorderly Conduct	Kidnapping	Inciting, Advising, or Counseling
Drugs	Hitting/Pushing	Others to Engage in Prohibited Acts
Fighting	Dress Code Violation	Willful and Persistent Violation of the Student Code of Conduct
Homicide	Inappropriate Behavior	Falsifying, Misrepresenting, Omitting, or Erroneously Reporting Information Regarding Instances of Alleged Inappropriate Behavior by a Teacher, Administrator, or Other School Employee Toward a Student (during school and off-school hours)
Weapons – Other	Weapons – Rifle/Shotgun	
Motor Vehicle Theft	Disrespect/Insubordination	
Bullying	Misbehavior on School Bus	
Instigating a Fight	Cheating	
Larceny/Theft	Use of Profanity	
Robbery	Inappropriate Touching	
Sexual Battery	Misuse of Beeper/Cell Phone	
Sexual Harassment	Skipping Activities/ Leaving Campus	
Sex Offenses	Trespassing	
Threat/Intimidation	Taking Others' Property	

**The following consequences listed in the student code of conduct may include, but are not limited to:**

Conference	Opportunity Room	Detention
Supervised Clean-up	Loss of Privilege	In-School Suspension
Out-of-School Suspension	Expulsion	Bus Suspension
Alternative School	Court/Juvenile Referral	Other Discipline
Class Removal	Warning	

### ➤ **Bus Conduct:**

Students are under the control of the bus driver during the times they are being transported. Rules of conduct may be established by individual bus drivers. Any violation of these rules will subject the student to disciplinary measures by the appropriate school Principal or designee. For more information, see Jefferson City Schools' Policy JCDAD and respective Georgia Code sections.

### ➤ **Bullying (Policy JCDAG):**

The Jefferson City Schools Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or a school related functions or activities, or by use of any data or software that is accessed through a computer, computer system, computer network, or other electronic technology, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

**For more information, refer to the Jefferson City Schools Policy JCDAE.**

➤ **Sexual Harassment (Policy JCAC):**

It is the policy of the Jefferson City Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass another student or any employee through conduct or communications of a sexual nature as defined below.

**Definition of Sexual Harassment:**

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by any student constitutes sexual harassment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching; and
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Students alleging sexual harassment may complain directly to a Principal, Assistant Principal, teacher, or guidance counselor. Each school shall publish the contents of Policy JCAC in its student handbook annually. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status as a student in Jefferson City Schools. Refer to Jefferson City Board Policy JCAC for additional information.

➤ **Weapons (Policy JCDAE):**

It is the policy of the Board of Education that a student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. For specific definitions and penalties refer to Jefferson City Schools Policy JCDAE.

➤ **Student Alcohol Use:**

In accordance with Georgia Law, it shall be illegal to possess alcohol at any Jefferson City School or any school event/trip.

➤ **Student Drug Use:**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, anabolic steroids, alcoholic beverage, or intoxicant of any kind:

- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by any school group;
- off the school grounds at a school activity, function, or event;
- en route to and from school.

Use of drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Compliance with these requirements is mandatory. See Jefferson City Schools' Policy JCDAE for more information.

**Disciplinary Procedures:**

Age appropriate school rules in the form of JA Dragon Rules are communicated on page 4 and will be posted in classrooms, in hallways, in the cafeteria, and in restrooms. In support of individual students and the classroom learning environment, teachers are dedicated to maintaining productive student engagement. Unless the behavior is detrimental to safety or learning, attempts will be made to redirect the student. If necessary, progressive consequences will follow. These are listed in the discipline matrix listed below. When an office referral is warranted, the degree of discipline will be in proportion to the student's age, discipline history, severity of the infraction, and other relevant factors.

### Minor vs. Major Behavior Classification:

Behavior:	Minor Teacher Managed:	Major Office Managed:
<b>Defiance, Disrespect, and Non-Compliance:</b>	Not working/Unfinished work Off task behaviors Not participating in group work Making faces/rolling eyes Huffing, sighing, etc. Arguing – Inappropriate response to teacher request Cheating/Lying	Blatant insubordination Defiance which results in impeding the learning of others: <ul style="list-style-type: none"> <li>○ Teacher cannot teach</li> <li>○ Students cannot learn</li> <li>○ Out of control behavior</li> </ul>
<b>Disruption:</b>	Making noises Talking Out of seat Not listening to redirection	Student incivility Teacher cannot teach Students cannot learn Out of control behavior
<b>Use of Materials/Electronic Devices:</b>	Not being used as directed Refusal to stop when directed	Use of inappropriate language toward others or in writing to others
<b>Inappropriate Language:</b>	Negative talk Name calling Swearing	Blatant swearing Offensive/harassing language Threats
<b>Vandalism/Property Misuse:</b>	Minor Vandalism (writing on desk)	Vandalism (breakage) Defacing property
<b>Physical Contact:</b>	Intentional inappropriate physical contact: <ul style="list-style-type: none"> <li>○ Tripping</li> <li>○ Bumping</li> <li>○ Pushing</li> </ul> Inappropriate spatial boundaries	Physical contact with intent to harm
<b>Property Misuse/Theft:</b>	Minor vandalism (writing on desk) Stealing minor items	Vandalism (breakage) Defacing property Stealing major items

**Many minor incidents can be utilized as teachable moments to explain, clarify and model appropriate behaviors.**

- Repeated minor violations will accumulate into a major violation that will be handled by an administrator when classroom behavior plan has been exhausted and instruction is disrupted.
- Bus violations will be handled by an administrator.
- Consequences may include the following steps depending on the severity of offense and at the discretion of administrator:
  - Exhaust the classroom discipline plan.
  - (Office referral) Conference with administrator
  - (Office referral) Parents notified and loss of recess for one (1) day.
  - (Office referral) Parents notified and loss of recess and cafeteria lunch for one (1) day.
  - (Office referral) Parents notified, teacher/administrator/parent conference, and ½-day in office.
  - (Office referral) Parents notified and one (1) day in office completing work.
  - (Office referral) Parents notified and one (1) full day suspension.

Jefferson Academy administration reserves the right to determine whether or not a student's behavior is within the guidelines of the Jefferson City Schools Behavior Code and determine appropriate consequences due to severity of incident.

➤ **Authority of the Teacher (Policy JDF):**

The Superintendent fully supports the authority of the Principals and the teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

A teacher shall have the authority to manage his or her classroom, discipline students, and refer a student to the Principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the classmate's ability to learn shall file a report

of such behavior with the Principal or designee. The Principal and teacher shall thereafter follow the procedures established in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent and/or designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

➤ **Seclusion or Restraint of Students (Policy JGF 2):**

The Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint", as those terms are defined within the rule.

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the district that use physical restraint as defined within the SBOE rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include the following provisions:

1. Staff and faculty training on the use of physical restraint;
2. Written parental notification within a reasonable time, not to exceed one (1) school day for the use of restraint, when physical restraint is used to restrain a student;
3. Procedures for observing and monitoring the use of physical restraint;
4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in item number four (4).

➤ **Student Hearing Procedure (JCEB):**

For the purpose of conducting certain student discipline hearings related to an alleged assault or battery upon an official school employee or another student, damage to school premises, violation of a school rule, or engagement in misconduct or insubordination which the Principal determines should be punished by long-term suspension or expulsion, the Jefferson City Schools Board of Education appoints a tribunal consisting of two administrators and a teacher from Jefferson City Schools who is not a staff member of the student's school. Please refer to specific procedures related to student hearings as outlined in Jefferson City Schools' Policy JCEB.

➤ **Interrogations and Searches of Students (Policy JCAB):**

The Principal in Jefferson City Schools, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct.

Jefferson City Schools endeavors to provide a safety and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The Principals of each school in Jefferson City Schools, or his/her authorized representative, possess the authority to conduct inspection of students' school lockers or articles carried upon their persons. Such searches shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, secreted noise-makers, water guns, contraband drugs, a handgun, or other dangerous weapons.

In the event a search of a student's person, his/her personal possessions, or his/her locker reveals the student is concealing material the possession of which is prohibited by federal, state, or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

**Definition of Terms:**

**Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike.)

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

**Bullying:** Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intention display of force such as would give the victim to fear or expect immediate bodily harm. O.C.G.A. 20-2-751.4

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**Detention:** A requirement that a student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given a one day warning so that arrangements for transportation can be made by the parents or guardians.

**Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Dress Code:** The current dress code is explained in the student handbook.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

**Extortion:** Obtaining money or goods from another by violence, threats, or misuse of authority.

**Fireworks:** The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-School Suspension:** Removal of a student from class, classes, or regular school program and assignment of that student to an alternative program isolated from peers.

**Physical Violence:** Intentionally making physical contact of an insulting or provoking nature with the person of another: or intentionally making physical contact which causes physical harm to another.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons:** The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other knife, bludgeon-type weapon, any stun gun taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchuk, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

**For more information, refer to JCS Policies JCAB, JCAC, JCD, JCDA, JCDAB, JCDAC, JCDAD, JCDAE, JCDAF, JDF).**



## OTHER INFORMATION

### **Copyright Adherence Process:**

Jefferson City Schools shall abide by current copyright law.

### **Internet Usage (Policy IFBG):**

Jefferson City Schools is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. The school district is providing access to its computer networks and the Internet only for educational purposes and research consistent with the school district's educational mission and goals. Students must understand that the use of the school district's computer network and Internet access is a privilege, not a right. Misuse of the computer or the Internet may jeopardize those privileges and subject the student to potential disciplinary and legal action. Due to the nature of the Internet, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Parents must also participate in the decision whether to allow their children to access the Internet and must communicate their own expectations to their children regarding its use. Any parent who determines that their child should not have access to the Internet as part of their instruction program, must notify the child's Principal in writing indicating the parent's objection to their child's participation in any Internet educationally related programs. Refer to BOE Descriptor Code: IFBG-R June 13, 2002.

Realizing the educational benefits of the Internet, Internet access is available to teachers and filtered Internet use is available to students in Jefferson City Schools. Any intentional inappropriate use of the Internet or any attempt to compromise or bypass the security regarding the Internet will result in punitive action against the offender. All Internet users are subject to the following rules and regulations:

1. **Acceptable Use:** The purpose of the school Network/Internet, is to support research and education in and among academic institutions in the U.S. and the world by providing access to unique resources and the opportunity for collaborative work consistent with the educational objectives of Jefferson City Schools. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S., or state regulation, or Jefferson City Schools' policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited. Illegal activities are strictly prohibited.
2. **Privileges:** The use of the Network/Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges. (Each user who receives access to the Internet must first participate in a training session provided by the local school media specialist and/or classroom teacher.) The network administrator (the Superintendent or designee) may deny access to the Internet.
3. Students will only have use of the Internet through filtered service. Use of this service will limit the sites that students can access. Random access or "surfing the net" by students is prohibited.
4. **Network Etiquette:** The user is expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:
  - Illegal activities are strictly prohibited.
  - The use of profanity, vulgarities, or other inappropriate language is prohibited.
  - Personal information such as personal address or phone number is prohibited. The disclosure of full names is discouraged.
  - The use of e-mail through the Internet is prohibited unless the student is involved in a teacher supervised project which has been previously approved.
  - Use of the Network/Internet in such a way that you disrupt the use of the network by others prohibited.
  - All communications and information accessible via the network are subject to copyright laws.
5. Jefferson City Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Jefferson City Schools will not be responsible for any damages. This includes loss of data suffered by users resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or errors or omissions, or that of the user. Use of any information obtained via the Network/Internet is at the user's risk. Jefferson City Schools specifically denies any responsibility for the accuracy or quality of any information obtained through Network/Internet services.
6. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If a user suspects a security problem on the Network/Internet, the user is required to notify the network administrator or Internet coordinator (the Superintendent or designee). The problem is not to be demonstrated to other users. Use of

another individual's password is prohibited. Attempts to log on to the Network/Internet as a network administrator will result in cancellation of user privileges. Any user(s) identified a security risk(s) or having a history of problems with other computer systems may have their use terminated immediately and future access to the Network/Internet through Jefferson City Schools will be denied.

7. Internet access and e-mail access and e-mail communications are not private. Network administrators and service providers may monitor such electronic traffic at any time and illegal or inappropriate use will be reported.
8. Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other networks. This includes, but is not limited to, the uploading or creation of computer viruses. ISSUED: June 13, 2002.

### **School Telephones:**

School telephones are for official business. In case of illness or emergency, office personnel will call the parent/guardian for the student. Student use of the school phone is strictly limited and carefully monitored. If an emergency arises, parents may leave a message with office personnel to be delivered to the student or teacher. Students are not allowed to accept phone calls at school.

### **Student Records:**

Notice to Parents/Guardians and Eligible Student of Rights under Family Education Rights and Privacy Act: (Refer to JCS Policy JR for additional information.) Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) you have a right to:

- Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen (18) or older your own education records.
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
- File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Jefferson City Schools Board of Education to comply with the requirements of the Act or the regulations promulgated there under.
- Obtain a copy of the policy, which the Jefferson City Schools Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the Principal.
- From time-to-time students may be photographed, videotaped, or interviewed by the news media or school personnel during school or at a school activity or event. As a parent or guardian, if you object to your student being photographed, videotaped, or interviewed you must notify the Principal in writing.

### **The following information is considered as directory information:**

- Student's name, address, and telephone numbers,
- Student's date and place of birth,
- Student's participation in official school clubs and sports,
- Weight and height of a student if he or she is a member of an athletic team,
- Daily attendance in Jefferson City Schools,
- Awards and honors received during time enrolled in Jefferson City Schools. Unless a parent or guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must notify the Principal, in writing.

### **Student Discrimination (Policy JAA):**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

### **Student Fees, Fines, and Charges:**

The Jefferson City Schools Board of Education provides a free education for all students enrolled. The board shall provide basic instructional materials required to complete each course of study funded for credit under Georgia's Quality Education Act.

Students shall be required to supply materials basic to all courses. Materials such as paper, pencils, crayons, and pens shall be supplied by the student. However, no specific types or brands may be required.

Students shall be charged a reasonable fee for lost, damaged, or abused school system property as outlined in the above policy. Donations may be accepted and fees for extra-curricular activities may be charged, so long as neither is made a condition of attendance or credit within the normal academic program. Examples of legitimate charges include, but are not limited to, the following: gate admissions, student publications, graduation fees (if participation is not required), replacement/repair costs for loss or abuse of school property, and activity fees.

### **Complaints and Grievances (Policy JCE):**

The professional staff of Jefferson City Schools shall be responsible for developing and implementing a system-wide grievance procedure for all students of Jefferson City Schools.

The purpose of this procedure is to provide a way for the Board, employees, and students to reach solutions to problems, disputes, or controversies that may occur between them. It is the intent of this procedure to provide a clear and concise way for the solution of problems at the lowest possible level, as fairly and as expeditiously as possible.

It is the desire of the Board that a grievance be processed as rapidly as possible. Therefore, the number of days indicated at each level shall be considered as a maximum, and every effort should be made to expedite the process.

**Level One** – The student shall discuss the grievance with his/her teacher. Such grievance shall be so lodged within 10 school days of the occurrence of the event upon which it is based or the grievance shall be null and void. The teacher shall respond within five (5) school days.

**Level Two** – If the grievance is not resolved within five (5) school days after receiving the decision of the teacher, the student may submit the grievance in writing to the Assistant Principal or Principal. The Assistant Principal or Principal shall respond within five (5) school days.

**Level Three** – If the grievance is still not resolved within five (5) school days after receiving the decision of the Assistant Principal or Principal, the student may submit the grievance in writing to the Superintendent. The Superintendent shall respond within five (5) school days.

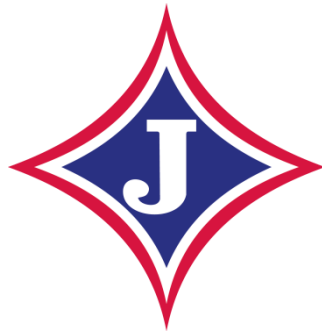
**Level Four** – If the grievance is still not resolved within 10 school days after receiving the decision of the Superintendent, the student may submit the grievance in writing to the Board of Education. The Board of Education shall respond to the grievance within five (5) school days.

The decision of the Board of Education shall be final.



### Jefferson Academy Behavior Matrix:

	<b>R</b>	<b>O</b>	<b>A</b>	<b>R</b>
Setting/Expectation:	Respectful:	On Task & Ready:	Always Safe:	Responsible:
<b>BUS:</b>	Listen to and obey driver Whisper Voice Treat others as you would like to be treated Stay in your personal space	Back against seat Bookbag in lap Stay in assigned seat	During dismissal, WALK to bus Keep hands and feet to yourself Enter and Exit In an orderly fashion Silent at Railroad Crossing	Be on time Keep the bus clean
<b>CLASSROOM/ SPECIALS:</b>	Listen and follow directions Treat others as you would like to be treated Stay in your personal space	Do your best work Follow routines Have supplies/tools Be on time	Keep hands and feet to yourself Remain in assigned area	Be honest Complete assigned work neatly and on time Keep classroom clean
<b>RESTROOM:</b>	Use Whisper Voice Respect Privacy Treat others as you would like to be treated Stay in your personal space	Get In/Get Out	Keep hands and feet to yourself Report problems in the bathroom to an adult in charge	Flush Wash Hands Keep restroom clean and free of writing/drawings on stalls
<b>LUNCHROOM:</b>	Follow the directions of the adults in charge Use good manners Silent voice when music is on Treat others as you would like to be treated Stay in your personal space	Wait patiently and quietly in line	Keep hands and feet to yourself Stay seated until given permission to get up from table Walk at all times Listen/Watch for directions from adults in charge	Be on time Know your ID number Raise your hand if you need assistance Be neat and clean your area
<b>HALL:</b>	Silence while moving in hallway as not to disturb the learning of others Follow directions and stay in line Treat others as you would like to be treated Stay in your personal space	Be a role model	Keep hands and feet to yourself Walk on the right side of hallway facing forward	Remain quiet Keep hallway clean
<b>PE/RECESS:</b>	Treat others as you would like to be treated Stay in your personal space	Use good sportsmanship Check your voice level Wear proper clothes and shoes	Keep hands and feet to yourself Use equipment correctly	Report all dangerous problems Keep the area clean Take turns



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**Jefferson Academy**  
**Student/Parent Handbook Acceptance**  
**2018-2019**

**Date Issued:** \_\_\_\_\_ **Data Teacher Received:** \_\_\_\_\_

Please sign and return this acceptance in the handbook within 10 days of receipt. (Dates at the top will be written by the teacher.)

**Child's Name:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

Your signature below indicates that you have read, understand, and accept the policies and procedures. All procedures are in compliance with Jefferson City Schools' Policies. Please return to your child's homeroom teacher within 10 days of receipt.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent/Guardian: "I have read and discussed the contents of the handbook with my child."

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Jefferson Academy**  
**Attendance Acceptance**  
**2018-2019**

I understand and accept the information related to attendance beginning on page 12 of this handbook.

(In accordance with 20-2-690.1, any student age 10 or older as of September 1 must sign acknowledging receipt of the information related to student attendance beginning on page 12 of this handbook.)

**Student Signature:** \_\_\_\_\_ **Student's DOB:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Jefferson Academy**  
**Club/Organization Non-Participation**  
**2018-2019**

According to Georgia Law, Code Section 20-2-751.5, a parent or legal guardian may decline permission for his/her child to participate in a club or organization. If a parent wishes to exercise this right of refusal, he/she must present notification in writing to the Principal.

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**Jefferson Academy**  
**Right of Refusal**  
**2018-2019**

From time-to-time students may be photographed, videotaped, or interviewed by the news media or school personnel during school or at a school activity or event. As a parent or guardian, if you object to your student being photographed, videotaped, or interviewed you must present your request to the Principal in writing upon enrollment for the 2018-2019 school year.

The following information is considered as directory information: (A) Student's name, address, and telephone numbers, (B) Student's date and place of birth, (C) Student's participation in official school clubs and sports, (D) Weight and height of a student if he or she is a member of an athletic team, (E) Daily attendance in Jefferson City Schools, and (F) Awards received during time enrolled in Jefferson City School. Unless a parent or guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must present your request in writing to the Principal upon enrollment for the 2018-2019 school year.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_