

**2016-2017**

# **Jefferson High School**

## **Student Planner**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Principal:	Dr. Kevin Smith
Assistant Principal:	Mr. Randy Gambrell
Assistant Principal:	Mr. Brian Moore
Counselor:	Dr. Brandy Corbett
Counselor:	Ms. Jamie Partain
Athletic Director:	Mr. Tim Corbett

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Jefferson, Georgia 30549  
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**[www.jeffcityschools.org](http://www.jeffcityschools.org)**

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## **LETTER FROM THE PRINCIPAL**

Dear Parent and Student:

The staff of Jefferson High School and I welcome you to the new school year. With anticipation and excitement, we are looking forward to the challenges and opportunities that a new school year presents. We hope this planner will serve as a guide to help you become familiar with school policies, procedures, standards, and expectations. You, as a student, are expected to know and follow the procedures and rules in this planner. You will use this planner as your hall pass, so have it with you at school every day. State guidelines require each school to request a notice of receipt signed by a parent/guardian. When receiving this planner, you will also notice a document page at the end indicating that you have reviewed this material. Please take time to review this document and sign and return the Notice of Acceptance for our records. I want to encourage all students to challenge yourself academically to succeed and to take pride in your work and school. I extend an open invitation to all parents, students, and staff to work together to make this school year at Jefferson High School rewarding, positive, and productive.

Dr. Kevin Smith

## **COMMUNICATION WITH SCHOOL**

It is essential that the home and school make every effort to communicate openly and frequently. The parent portal is an excellent source for up to date, 24 hour a day information on student academic progress and attendance. Our website posts, telephone calls, emails, newsletters, newspaper announcements, school sign, tweeter and conferences are methods utilized to keep parents informed and maximize our chances to address student needs for success. It is of equal importance that parents keep teachers informed of any developments which might influence the student's performance at school.

## JEFFERSON HONOR CODE

In an effort to maintain an environment built on the mutual respect of others, taking responsibilities for my own actions, and using my resourcefulness for the betterment of the school, I agree to uphold and abide by the student code of conduct established by the Jefferson City Board of Education. I believe cheating, lying, plagiarism, and stealing are wrong and will not be tolerated. I will be honest in all my affairs, not take what does not belong to me, and I will neither give nor receive any unauthorized aid on any test, assignment or the internet. I will continuously work to improve my behavior through actions, which will build integrity and character. If I fail to uphold these standards, I will accept corrections from others and the consequences, which are given by the school. Honor and integrity are what I seek to attain.

***Mission Statement:*** The mission of Jefferson High School is to provide exceptional academic, career and technology, fine arts, and extracurricular experiences that prepare students to become fully functioning adults.

***Motto:*** Exposure To Excellence Promotes Excellence  
***Colors:*** Red and Royal Blue  
***Mascot:*** Dragons

### ***Alma Mater***

In a fine old southern town- Known for glory and renown-  
Stands a schoolhouse where I'd rather like to be,  
There's a sunshine and a cloud, and of that old school I'm proud,  
And to her I'll always give my loyalty.  
JHS-Oh sing it clearly! Loud and strong the chorus raise,  
Oh, those dear old high school days- Evermore I'll sing the  
praise-  
Of the best and dearest school in Dixieland.

## STUDENT IN GOOD STANDING

Certain privileges are extended to "students in good standing", including parking permit eligibility, class or team officer or leadership position (ex: team captain, club officer), incentive card attainment, and participation in school activities. A student shall

be considered “not in good standing” if any of the following conditions apply:

1. The student has excessive absences or tardies.
2. The student has repeated or serious disciplinary referrals (Level 3 or 4) including academic dishonesty.
3. The student has outstanding fees, fines, or obligations or unfulfilled disciplinary consequences.

#### **JEFFERSON HIGH SCHOOL ADMINISTRATION**

Principal .....	Dr. Kevin Smith
Assistant Principal.....	Randy Gambrell
Assistant Principal.....	Brian Moore
Athletic Director.....	Tim Corbett
Guidance Counselor.....	Dr. Brandy Corbett
Guidance Counselor .	Jamie Partain
Media Specialist.....	Adria Whitworth
Bookkeeper .....	Elizabeth Leigh
Guidance Secretary.....	Carla Coleman
Attendance Secretary.....	Marsha Crowe
Registrar .....	Amber Sparks
Secretary.....	Donna Shaw

#### **JEFFERSON CITY SCHOOLS ADMINISTRATIVE STAFF**

Superintendent .....	Dr. John Jackson
Assistant Superintendent .....	Dr. Donna McMullan
Secondary Curriculum Director.....	Tom Parker
Special Education Director.....	Dr. Angela K. Vinson
Finance Director.....	Kim Navas
Accounts Payable Clerk .....	Marcia Edwards
Superintendent's Secretary .....	Carol Aaron
Secretary.....	Miranda Storey
Secretary.....	Edna Dills
Network Administrator.....	Logan Carter
Psychologist .....	Debbie Williamson
School Nutrition Director.....	Sue Hamm
TKES/LKES/CCRPI Coordinator .....	Dr. Michael Miller

#### **BOARD OF EDUCATION**

Mr. Ronnie Hopkins, Chairman  
Mrs. Guy Dean Benson  
Mr. Derrell Crowe  
Mr. Willie Hughey  
Mrs. Janice Wilbanks  
Mrs. Angela D'Zamko

## JEFFERSON CITY SCHOOLS PERFORMANCE GOALS

1. To maintain and improve student achievement by providing a challenging instructional program that meets the needs of all students.
2. To recruit and retain highly qualified personnel necessary to deliver rigorous and up to date instruction.
3. To maintain and upgrade facilities to meet the challenging instructional needs of students and staff and accommodate current and anticipated growth.
4. To establish an effective electronic communication system for students, staff, parents, board members, and the community.
5. To generate and manage resources that support a quality instructional program.

### 2016-2017 CALENDAR

Pre-Planning	Mon-Thur	July 25 – July 28
First Day of School	Friday	July 29
Labor Day	Monday	September 5
Fall Break	Mon-Fri	October 3 - 7
Thanksgiving Holidays	Mon-Fri	Nov 21 - 25
Winter Holidays	Mon-Mon	Dec 19 – Jan 2
Staff In-Service	Tuesday	Jan 3
Begin 2 <sup>nd</sup> Semester	Wednesday	Jan 4
MLK Holiday	Monday	Jan 16
Winter Break	Monday	February 20
Staff In-Service/Make Up Day	Friday	March 31
Spring Holidays	Mon-Fri	Apr 3 - 7
Last Day of School/Graduation	Friday	May 19
Post Planning for Teachers	Mon-Thur	May 22 - 25

### JEFFERSON HIGH SCHOOL BELL SCHEDULES

#### *Regular Schedule*

Warning Bell	8:10
1 <sup>st</sup> Period	8:20 – 9:50
FIRE/PRIDE	9:55 – 10:20
2 <sup>nd</sup> Period	10:25 – 11:55
3 <sup>rd</sup> Period	12:00 – 1:50
4 <sup>th</sup> Period	1:55 – 3:25
Tutoring Mon / Wed	3:25 – 3:50
1 <sup>st</sup> Lunch	11:55 – 12:20
2 <sup>nd</sup> Lunch	12:40 – 1:05
3 <sup>rd</sup> Lunch	1:25 – 1:50

### *Activity Schedule*

Warning Bell	8:10
1 <sup>st</sup> Period	8:20 – 9:45
2 <sup>nd</sup> Period	9:50 – 11:15
3 <sup>rd</sup> Period	11:20 – 1:15
4 <sup>th</sup> Period	1:20 – 2:45
Activity Period	2:50 – 3:25
Tutoring Mon / Wed	3:25 – 3:50
1 <sup>st</sup> Lunch	11:15 – 11:40
2 <sup>nd</sup> Lunch	12:05 – 12:30
3 <sup>rd</sup> Lunch	12:50 – 1:15

**All students must leave campus by 3:40 pm unless accompanied by a sponsor, coach, teacher or administrator.**

### **JHS INSTRUCTIONAL STAFF**

#### *\* Department Chair*

#### Language Arts

Ms. Christina Healan\*  
Ms. Raygan Moak  
Ms. Danielle Montgomery  
Ms. Elaine Wilder  
Ms. Casey Nissenbaum  
Ms. Tammy Barnett

#### Alt School/ISS

Mr. Jason Gibson

#### Foreign Language

Ms. Lane Guzman\*  
Ms. Morgan Akin  
Mr. John Mattox

#### Math

Ms. Jenny Hardy\*  
Mr. Brian Rodgers  
Ms. Michelle Loggins  
Ms. Joanne Songer Stenger  
Ms. Jordan Buesse  
Ms. Sara Massey  
Mr. Kevin Condon  
Mr. Eric Smith

#### Attendance

Mr. Ben Hall

#### JROTC

Maj. Wayne Magnusson\*  
CMSgt. Budell Willis

#### Science

Ms. Jody Porter\*  
Mr. Jacob Marble  
Ms. Hope Meredith  
Ms. Samantha Chang  
Mr. Sam Moore  
Mr. Casey Colquitt  
Ms. Vicki Veldhuis

#### Physical Education

Dr. Cory Dickerson\*  
Mr. Bolling DuBose  
Mr. Tommy Knight  
Mr. Doug Thurmond  
Mr. Ben Hall  
Ms. Kacie Shields Bostwick

**Special Services**

Ms Kim Rainey\*  
Mr. Chuck Cook  
Mr. Brian Williamson  
Ms. Carmen Daniel  
Ms. Melissa Mullis  
Mr. Matt Sims  
Ms. Lauren Phillips  
Ms. Molly McCarty

**Health Occupations**

Jackie Johnson\*

**Career Technology**

Ms. Christy Drew  
Ms. Angela Bolen  
Mr. David Calloway  
Ms. Melissa Webb  
Mr. Wayne Wheeler

**Fine Arts**

Mr. Jim Bryan\*  
Mr. Kris Plummer  
Ms. Hillary Wood  
Mr. Stephen Ingle

**Social Studies**

Mr. Bob Gurley\*  
Dr. Cathy Carter  
Mr. Allen Thompson  
Mr. Bob Pittard  
Mr. Harry Cooper  
Mr. David Cleveland  
Mr. Gene Cathcart  
Mr. Jerry Rice

**Media Specialist**

Adria Whitworth

**Para Professionals**

Mr. Jamie Chambers  
Ms. Sherri Baldwin  
Mr. David Fouche  
Ms. Beth Pendleton  
Mr. Brian Holcombe  
Mr. Chezley Watson  
Ms. Stephanie Corley  
Ms. Tisha Cochran

***Where To Go For Assistance***

Absence/Attendance.....	Annex Office
Accidents.....	Main Office
Activity/Scheduling Approval.....	Main Office
Announcements.....	Guidance Office
Apprenticeship .....	Counselor
Athletic Eligibility.....	Athletic Director
Audiovisual Aides.....	Media Center
Breakfast/Lunch Program.....	Food Service Manager
Career Information .....	Counselor
Change of Address .....	Registrar
Check In/Out.....	Annex Office
College Scholarship.....	Counselor or Web Site
Counseling (Individual or Group) .....	Counselor
Custodial Assistance .....	Main Office
Finance/Fees/Fines .....	Bookkeeping



Grade Card Changes/Lost .....	Registrar
Illness .....	Main Office
Locating Student .....	Main Office
Lockers.....	Assistant Principal
Lost and Found.....	Main Office
PRIDE (Advisement) .....	Counselor
Parent Portal.....	Media Specialist
Parking Permits .....	Assistant Principal
Permission to Leave School .....	Annex Office
Pre-Arranged Absences.....	Main Office
Requisition/Purchase.....	Bookkeeping
Facility Reservation.....	Bookkeeping
Schedule Changes .....	Counselor
School Insurance .....	Main Office
School Supplies .....	School Store
Special Education Issues .....	Special Ed Coordinator
Testing Information.....	Testing Coordinator
Transcript .....	Registrar
Visitors .....	Main Office
Withdrawal from School .....	Registrar

### CLUBS AND ORGANIZATIONS

<b>Club</b>	<b>Purpose</b>	<b>Sponsor</b>
Student Council/ Leadership	Student Leadership / Homecoming	Raygan Moak/ Cathy Carter
FFA	Agriculture Shows / Contests	David Calloway / Melissa Webb
Students of Service	Student Initiated Christian Service	Christina Healan
Chorus	Vocal Performance	Hillary Wood
FCA	Student Initiated Christian Fellowship	Chuck Cook / Tom Knight
Band	Instrumental Performance	Kris Plummer
BETA	Academic Honors	Hope Meredith
Spanish	Foreign Language	Lane Guzman / Morgan Akin
French	Foreign Language	John Mattox
FFA (Show Team)	Animal Shows / Contests	David Calloway/ Melissa Webb
Drama	Theatre Performance	Stephen Ingle
One Act Play	Theatre Competition	Stephen Ingle
Academic Bowl	Academic Competition	Harry Cooper/ Charles Clark
ANIME	Student Enrichment	Charles Clark

Literary Meet	Academic Competition	Stephen Ingle
Yearbook	Student Publication	Angela Bolen
Total Person Program	Cultural Experiences	Jacob Marble
Art Society	Academic Enrichment	Jim Bryan
Newspaper	Student Publication	Danielle Montgomery
FBLA	Business Leadership	Christy Drew
Fishing/Anglers	Recreation	Sam Moore

There will not be a scheduled club time. Sponsors are to have their organizations meet before or after school. Meetings before school must end at 8:10 a.m. so to allow students enough time to get to their 1<sup>st</sup> period class. Meetings after school may not begin until 4:00 p.m. on tutoring days. **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 complete the form provided at the end of this handbook and return to the Principal at the beginning of the school year.**

### JEFFERSON HIGH SCHOOL ATHLETICS

#### Sport

Varsity Fastpitch Softball  
 Varsity Fastpitch Softball Asst.  
 J.V. Fastpitch Softball  
 Head Varsity Football  
 Asst. Varsity Football

Varsity Football Cheerleading  
 Varsity Basketball Cheerleading  
 Varsity Boys' Basketball  
 Varsity Boys' Basketball Asst.  
 J.V. Boys' Basketball  
 Varsity Girls' Basketball  
 Varsity Girls' Basketball Asst.  
 J.V. Girls' Basketball  
 Varsity Competitive Cheerleading  
 Varsity Wrestling  
 Varsity Baseball  
 Varsity Baseball Asst.

#### Coaches

Kacie Shields Bostwick  
 Sam Moore  
 Caroline Adams  
 Ben Hall  
 Tom Parker, Brian Moore  
 Nate Webster, Bob Gurley,  
 Matt Stephenson, Brandon  
 Vinson, Cory Dickerson,  
 Gene Cathcart, Bob  
 Brunson  
 Jenny Hardy  
 Lauren Phillips  
 Bolling DuBose  
 Lee Goza  
 Justin Meyer  
 Jason Gibson  
 Chezley Watson  
 Caroline Adams  
 Hillary Wood  
 Doug Thurmond  
 Tommy Knight  
 Andy Fowler; Bob Gurley

J.V. Baseball	Jon Veldhuis
Tennis (Girls)	Allen Thompson
Tennis (Boys)	Allen Thompson
Varsity Boys' Track	Tim Corbett
Varsity Girls' Track	Brandon Vinson
Golf (Girls)	Tom Parker
Golf (Boys)	Matt Sims
Cross Country (Girls)	Katie Sellers
Cross Country (Boys)	Nick Niesilowski
Girls' Volleyball	Brittani Lawrence
Varsity Soccer (Boys)	Casey Colquitt
Varsity Soccer (Girls)	Molly McCarty

## **ATTENDANCE PROCEDURES AND SCHOOL RULES (Jefferson City School Board Policy JBD)**

### **Student Absences and Excuses**

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 ten days. Principals may use an additional three 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 the 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. **This note must be presented within 48 hours upon returning to school.** 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 Board of Education which are based on the compulsory attendance law. Absences defined as excused include the following:

- (1) when a student is personally ill and/or when attendance in school would endanger his/her 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 government agency including pre-induction physical examinations for service in Armed Forces, mandating absence from school;
- (4) observing religious holidays, necessitating absence from school;
- (5) conditions rendering attendance impossible or hazardous to student health or safety;
- (6) a period of absence not to exceed one day will be allowed for registering to vote or voting in a public election;
- (7) a student whose parent is in military service in the Armed Forces of the United States or the National Guard, and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such 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.

**There will be a limit of 5 parent notes accepted as an excused absence per semester. After a student reaches the 5 parent note limit, medical documentation must be submitted in order for the absence to be considered excused.**

**All notes must be presented to the Attendance Office within 48 hours upon return to school in order for the note to be considered excused. Failure to comply with this 48 hour time limit will result in absences being unexcused.**

Students who are serving as pages of the Georgia General Assembly shall be counted present.

**Students will not be permitted to make up academic work missed because of an unexcused absence. On an excused absence, upon return to school, students have up to five days to make arrangements with their teachers to make up missed academic work.**

A student shall be considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five 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 count as unexcused absences. However, students absent because of OSS on the first incident during school year may make up all academic work missed during the duration of OSS.**

**When a student has accumulated five unexcused absences, the principal or his/her designee shall make two 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 the return receipt requested.**

At the beginning of each school year or within thirty days of a student's enrollment, each parent, guardian, or other person having control or charge of a student, will be provided a written summary of possible consequences and penalties for failing to comply with compulsory attendance regulations. All parents/guardians and all students who are at least ten years of age or older by September 1 will be asked to sign a statement acknowledging receipt of such notification.

The Jefferson City Schools Code of Conduct for students shall include a definition of truancy consistent with this policy along with procedures for addressing student discipline issues related thereto. Applicable components of the progressive discipline

process and the process of parent involvement shall be implemented for truant students prior to referral of such students to the juvenile court or other court having jurisdiction.

The Superintendent or his/her designee shall use his/her best efforts, including certified mail, to notify students age fourteen and older when they have only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of driver's permits and licenses.

Pursuant to O.C.G.A. 20-2-690.2, the Jefferson City School System shall participate in a local student attendance protocol committee. The Superintendent or his/her designee shall fully and actively assist in the planning, implementation, and evaluation activities of the committee.

The Jefferson City School System shall establish student attendance reporting procedures to students in accordance with State Board of Education rule 160-5-1-10, Student Attendance.

Students enrolled in grades kindergarten through eight who are not in attendance a minimum of 166 days of the 180-day school year will be considered for retention. **High school students must be in attendance for a minimum of 83 out of 90 class periods for a semester course (1 unit) in order to receive credit for that course.**

**\*Absences as a result of a student acting as a participant in a school-sponsored activity or contest will not count toward the total number of student absences.**

***Checking In To School:*** Upon arrival at school students are to leave their vehicles (prior to 8:10 am) and go to the cafeteria or gymnasium. Do not loiter in the parking lot. When a student arrives within 10 minutes into class, report directly to assigned class. If a student arrives after 8:30 am they must sign in at attendance office in annex prior to reporting to class.

***BE WHERE YOU ARE SUPPOSED TO BE AT ALL TIMES!***  
**Punctuality is essential to every student's present and future success.** Excessive tardies are considered a discipline matter and will be dealt with in the following manner:

- **1<sup>st</sup> tardy per class per 18 week block:**Written warning
- **2<sup>nd</sup> tardy per class per 18 week block:**Written Warning
- **3<sup>rd</sup> tardy per class per 18 week block:** One Day Administrative Detention
- **4<sup>th</sup> tardy per class per 18 week block:** One Day Administrative Detention
- **5<sup>th</sup> tardy per class per 18 week block:** Mandatory Parent Conference
- **6<sup>th</sup> tardy per class per 18 week block:** Assigned Saturday School or extended detention and loss of Incentive Card.
- **Each additional tardy:** May result in ISS (In School Suspension) or OSS (Out of School Suspension) or loss of parking privileges

### *Checking out of School*

**Any student needing to leave campus during the school day must check out and sign out in the Annex/Attendance Office prior to leaving school. A written note must be presented to Attendance Clerk in the Attendance Office. No phone calls or text to parents will be allowed for check out purposes.** Students leaving without formally checking out are considered truant and in violation of the Code of Conduct and will dealt with accordingly.

1. Students should take notes from parent/guardian to the Attendance Office prior to the start of the school day. Notes should include the students' name, reason for leaving, parent's signature, and the time the student is to leave campus. After dropping off his/her checkout note the student will report back to the Attendance Office prior to leaving campus to sign out on the form provided. It is the student's responsibility to ensure the Attendance Office receives his/her check out note.
2. Students must sign out at the time they leave campus. Students may not sign out early.
3. Parents may check out students in the Attendance Office. Parents should only check out students between classes.
4. Students who become ill during the school day must notify a school official. If they need to leave campus they are to come by the Attendance Office and ensure their parents are aware of the situation.

### *Leaving Campus*

1. Students will be allowed to use office phones to checkout in an emergency.
2. **JHS is a closed campus, which means that students will NOT be permitted to check out for lunch or breakfast. Failure to follow this rule will result in disciplinary consequences.**
3. Students who sign out for appointments (doctor, dental, or other) **MUST** bring a doctors excuse in order for the absence to be excused. Notes from parents or guardians stating that the student went to the doctor is not acceptable, however a note must still be given in order to leave campus.
4. Students will **ONLY** be allowed to checkout with the person(s) listed on their student information sheet.
5. Students will only be permitted 10 school sponsored absences for the year.
6. Efforts should be made to schedule medical and dental appointments after school hours or on school holidays.

School officially begins for any student once he/she has initially arrived on campus (whether by car, bus, or on foot). Any attempt to leave after this will be considered skipping class unless proper check out procedures are followed.

**CAFETERIA:** All students will go and stay in the cafeteria until the end of their respective lunch period. All students will use their ID Cards to purchase meals. Teachers are encouraged to eat in the cafeteria.

1. Students will be expected to take their proper place in line and not go ahead of other students already in line. Running in order to get first in line is prohibited.
2. Students are expected to use acceptable table manners.
3. Everyone should clean his/her immediate area before leaving the table. Trays should be returned properly.
4. All food and litter should be disposed of properly.
5. Loud talking and misbehavior will not be tolerated.
6. Throwing of food or other items in the cafeteria is not permitted.
7. Students should sit at tables or booths during lunch
8. Cafeteria use is a privilege not a right.



### ***JHS Lunch Prices***

Reduced Breakfast	\$ .30	Entrée	\$1.50
Reduced Lunch	\$ .40	Side Dish	\$ .50
Paid Breakfast	\$ 1.40	Milk	\$ .50
Paid Lunch	\$ 2.40	Condiments	\$ .25
Adult Breakfast	\$ 1.75		
Adult Lunch	\$ 3.00		

No food other than a sack brought from home will be permitted in the cafeteria; no delivery of food such as pizza, etc. will be permitted.

Free and reduced priced meals are available to eligible students. Forms may be picked up in the cafeteria. No charging of meals allowed. Students may pay for meals in advance; however, students are responsible for keeping money in their cafeteria accounts. If students do not maintain a positive account balance, they will not be allowed to purchase a lunch tray.

**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 believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

The teachers shall manage his or her classroom, discipline students, and refer a student to the office for discipline. The administration shall have the authority, consistent with board policy, 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 the ability of such student's classmates to learn shall file a report of such behavior with the principal or designee.

According to Georgia Law Code Section 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 administrators 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 this Code section shall encourage parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**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. Please see JCS Policy JGF(2) for additional information.

**BEHAVIOR CODE:** 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, and on vehicles provided for student transportation by the Board of Education, including bus stops. 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.

## **INTERROGATIONS AND SEARCHES OF STUDENTS (POLICY JCAB)**

### ***Interrogations***

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

### ***Searches***

The Jefferson City School System endeavors to provide a safe 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 the Jefferson City School System, or his/her authorized representative, possesses 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 noisemakers, water guns, contraband drugs, a handgun or other dangerous weapons. K-9 drug dogs will be brought on campus periodically during the school year for random searches of classrooms, student lockers, and student vehicles in parking lot.

Principals of each school where lockers are issued shall insure that at the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations, and avoid any practices which lead students to believe that lockers are under their exclusive control.

In the event 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.

**AUTHORITY OF THE PRINCIPAL:** 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 believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

**PROGRESSIVE DISCIPLINE PROCEDURES:** When it is necessary to impose discipline, school administrators and teachers will follow a **progressive and sequential discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history and other relevant factors. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program. According to Georgia Law, certain disciplinary acts can result in a report to the Department of Motor Vehicles for possible action against a student's driver's license.

### ***ISS (In-School Suspension)***

Students are limited to 1 visit to In-School Suspension (ISS) per semester (excluding tardies). Any discipline requiring suspension time afterwards will result in Out-of-School Suspension (OSS). During the first OSS assignment students will be allowed to make up school work within 5 days of returning to school. Any additional suspensions will require a behavior contract to be signed by the student and parent at a scheduled conference with a JHS Administrator and these absences are unexcused and school work may not be made up for credit. Violation of a behavior contract may result in a Disciplinary Tribunal Hearing.

### ***Alternative School***

Students assigned to the JHS Alternative School are placed on a computer software academic program and must complete 6% of

academic assignments, per subject, per week. Students will be monitored daily. If 6% academic progress is not accomplished, each week the student will be placed on probation and have 1 week to correct the academic deficiency. If the deficiency is not made up the following week the student may face a Disciplinary Tribunal Hearing.

***Unacceptable behavior is classified into four different levels and the resulting disciplinary action will be taken:***

***Level One Infractions***

- Dress code violation or distracting apparel
- Inappropriate displays of affection including hand holding
- Violation of rules governing behavior in halls,
- Cafeteria and classroom disruption (pending severity)
- Head coverings of any type. These items will be confiscated and turned in to an administrator for parent / guardian pickup at end of semester.
- Violation of parking / driving procedures (pending severity)
- Bus misconduct (pending severity)
- Gambling or possession of gambling devices (pending severity)
- BYOT classroom violations

***Consequences for Level One Infractions***

First Offense: Warning/Loss of Privilege/Admin Detention

Second Offense: One Hour After School Detention

Third Offense: Two Hours After School Detention

The classroom teacher or activity supervisor will handle all level one infractions.

Failure to attend assigned and /or mandatory tutoring sessions will result in disciplinary consequences according to school progressive and sequential processes.

***Level Two Infractions***

- Repeated violation of a level one infraction
- Major classroom disruption
- Use of inappropriate language / profanity
- Disrespect to staff (pending severity)
- Class cut / leaving campus or class without permission

- Willful destruction / vandalism of property (pending severity)
- Violation of the rules governing behavior in the halls, cafeteria, and classrooms (pending severity)
- The use of annoyances such as water pistols, water balloons, stink bombs, laser pointers, etc.
- Violation of JHS Honor Code / Academic Cheating
- Assembly misconduct
- Harassment and /or bullying (pending severity)
- Failure to serve teacher or administrative detention
- Repeated BYOT Violations (ISS / OSS pending severity)
- Possession or use of tobacco in any form
- Plagiarism from reference sources, including the Internet
- Driving in an unsafe manner on campus / 2<sup>nd</sup> parking violation
- Wearing clothing that advocates or illustrates drug use
- Bus misconduct (pending severity)
- Failure to attend assigned activities (FIRE; PRIDE)

#### ***Consequences for Level Two Infractions***

First Offense: One Day Detention / ISS / Loss of Privilege

Second Offense: Two Days Detention/OSS

Third Offense: OSS/Saturday School/Alternative School

#### ***Level Three Infractions***

- Repeated violation of level two infraction
- Deliberate refusal to obey a staff member / administrator
- Disrespect to staff (pending severity)
- Fighting and / or physically or verbally abusing a student including provoking or inciting a fight (5 days OSS – Law Enforcement Charge)
- Possession of fireworks, or any pyrotechnic device, laser pointers directed at eyes of other students
- Forgery / falsification of parental permission, school records, or discipline notices – Giving false information to school officials
- Willful destruction / vandalism of school property including computers / technology misconduct ( pending severity)
- Activating / tampering with fire alarms or making bomb threat (Law Enforcement Charges)
- Gross immorality (pending severity)
- Theft (pending severity)

- Harassment and / or bullying (pending severity)
- Conditions in which the presence of the student is detrimental to the best interest of the educational process
- Misbehavior in ISS or Alternative School
- Willful and persistent violation of student code of conduct
- Inciting, advising, or counseling others to engage in prohibited acts
- Safety violation on school bus that results in injury
- Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student 20-2-751.5 (applies off school hours as well)
- Videoing or photographing without appropriate permission
- Senior pranks (pending severity-may result in suspension from senior activities including graduation)

### ***Consequences for Level Three Infractions***

First Offense: 3 - 10 day OSS and/or Alternative School

### ***Level Four Infractions***

- Possession / use of a weapon or dangerous instrument
- Possession, sale, use, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant
- Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol
- Possession, sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug
- Verbal / Physical threat or battery upon a staff member
- Use of fireworks or any pyrotechnic device
- Extortion or attempted extortion
- Repeat violation of level three infractions

### ***Consequences for Level Four Infractions***

First Offense: Referral To Disciplinary Tribunal For 10 Day Suspension or Expulsion (180 days) or Alternative School

Appropriate Law Enforcement Charges

Student parking privileges will be suspended if drugs, alcohol, weapons are found in student vehicles.

**(Policy JCEB)**

Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense includes long-term suspension or expulsion, including permanent expulsion, but only a disciplinary tribunal as outlined in the Jefferson City Board of Education policies will determine those punishments.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy. Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents or legal guardian will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities, which occur outside normal school hours or off the school campus at the discretion of administrators. Appropriate behavior at all school sponsored events and activities is expected. Disciplinary consequences are extended to on campus activities as well as all school sponsored events and school buses. Students who are assigned ISS will not be permitted to participate in extracurricular activities including practices during the day of the ISS assignment. Students who are assigned OSS will not be



permitted on campus for any reason during the duration of the suspension. This includes after school activities and athletic practices and events. Level three and four infractions may result in charges in the appropriate court. All students who qualify under IDEA will be disciplined on a case by case basis. All consequences are in accordance with Jefferson City School Board Policy.

**STUDENT SUPPORT / RTI PROCESSES:** The Jefferson City Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral and academic problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans. Student Support Teams (SST) **Policy IGB** consist of an administrator, counselor designee, the referring teacher, any appropriate teachers, and parent. The purpose of the SST is to provide alternative strategies or programs to best meet the needs of the student. The SST can, and should, be utilized to provide assistance in cases where students have exhibited inappropriate behaviors or academic difficulties.

**CHILD FIND:** The Jefferson City School System 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<sup>st</sup>, through age eighteen (18), or through age twenty-one (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 legal guardian of the disabled child, you may contact Dr. Angela Vinson 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. **They should be addressed to: Dr. Angela Vinson, Special Education Director, 345 Storey Lane, Jefferson, Georgia 30549**

**SECTION 504 RESOLUTION PROCEDURE:** 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 Dr. Angela K. Vinson; 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 schools system's Section 504 Coordinator. The 504 Coordinator will assist the grievant in completing the written request for hearing. The 504 Coordinator may be contacted through the 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 the school main office.

**PARENTAL INVOLVEMENT (POLICY LEBA):** Parental involvement 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 the Title 1 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 parental involvement;
- coordinate and integrate parental involvement strategies under Title 1 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 1 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 1 activities

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall by telephone call or by mail notify at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

**PROBATIONARY STATUS (POLICY JDC):** Probationary status will be assigned to any student who repeatedly violates school regulations or violates any regulations to such a degree as to cause the administration to deem it necessary. Students being placed on probation will be given the standard of conduct to be maintained during probation, the length of probation, and the discipline to administer if the standards of conduct are not maintained (Student Behavioral Contract). The parent of the student will receive written notification.

**GEORGIA WEAPONS LAW:** It shall be unlawful for any person to carry or to possess or have under such person's control while at a school building, school function, or school property or on a bus or other transportation furnished by the school, any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25. Any person who violates this subsection shall, upon conviction thereof, be punished by a fine of not more than \$5,000 by imprisonment for not less than one nor more than five years, or both.

The provision of the Code Section shall not apply to a weapon which is in a locked container or a locked firearms rack which is on a motor home vehicle which is used to bring to or pick up a student at a school building, school function, school property, or on a bus or other transportation furnished by the school, or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school.

#### **JCS WEAPONS POLICY (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. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed

blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

#### **Reporting Requirements**

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons. Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

**STUDENT ORGANIZATIONS (POLICY JHC):** 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 that has students as its principal members. "Haze" means to subject a student to an activity that endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

**ACADEMIC INTEGRITY:** Discipline for students cheating on daily academic work and homework will be the responsibility of the classroom teacher. Students who cheat on any assessment or class project will be referred to an administrator for further disciplinary action and be treated as a violation of the JHS Honor Code. Parents will be contacted and academic grades will be impacted as well as academic honors, test exemption, ranking, and standing.

**DRESS CODE (POLICY JCDB):** The purpose of a dress code is to provide guidelines and standards of attire that promote a safe and secure learning environment. Students are expected to come to school looking clean and neat and dressed in a manner, which is accepted as being in good taste.

**Students are not permitted to wear:**

- Skirts / dresses (including slits and splits) that are more than 4 inches above the front and back of the knee. Having clothing underneath the short, skirt or dress does not remove the four (4) inch rule. Shorts cannot be completely covered by a shirt tail or jacket and cannot distract or disrupt the learning environment.
- P.E. Classes : Shorts cannot be shorter than six (6) inches above knee; all other standards apply
- Sleeveless garments of any kind including tank tops, midriff shirts, halter, tube, muscle and cut out shirts. All garments must have sleeves.
- Clothing that is not size appropriate. Pants must be worn properly at the waistline with a belt if needed.
- Wallet chains
- See-through clothing, revealing or low-cut tops and clothing that exposes any part of the midriff or back.
- Any clothing / jewelry / body markings / piercing that advertise or depict alcohol, drugs, tobacco, or gang activity or membership or clothing with offensive pictures or sayings or obscene language.
- Garments that have open holes, rips, or tears above the knee.

- Head coverings, hats, sweatshirt hoods, toboggans, sweatbands, caps, and sun visors, do-rags, skullcaps, bandannas, and sunglasses are not to be worn inside the building (will be confiscated and kept in office through end of semester).
- Pajama, lounge wear of any kind (including boxer shorts)
- Combs, brushes, or picks in the hair.
- Shoes must be worn at all times while at school.
- Eye and hair color or style that distracts or disrupts the learning environment.
- **The school administration reserves the right to determine whether a student's attire is within the limits of decency and modesty and the guidelines of the dress code. No attire that causes a disruption, distraction, or is a safety concern to the educational process will be allowed.**

The classroom teacher has the authority and responsibility to determine appropriate appearance within their classroom. This includes any other attention getting or unnatural appearance the teacher finds distracting or disruptive. Students in violation of the dress code will be asked to change clothes or call a parent to bring appropriate clothes. If this is not possible, the student will be placed in ISS until appropriate dress becomes available or until the end of the day. Failure to follow and comply with the dress code is a violation of the discipline code and the student is subject to disciplinary consequences.

**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. All medications must be taken by the student, parent, or guardian to the school main office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. All medications must be taken in the main office and signed in the log. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of Jefferson City Schools drug policy and shall be subject to the discipline set forth in the code of conduct.

A student for whom the school has on file supporting medical documentation may carry at all times with parent/guardian

permission, inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self administer such medication 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 the 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 concerning 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 the 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 school 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.

**SCHOOL BUSES (POLICY JCDAD):** School buses are staffed with qualified, competent drivers. They are charged with the responsibility of transporting students safely to and from school. Students are under the supervision of the school from the time they enter the bus until the time they get off the bus. Order must be maintained on the buses at all times. The driver is in complete charge of his/her bus and will report any infraction of the rules to



the administration. All buses are equipped with video cameras. Students who violate the rules or create a serious disruption on the school bus will be suspended from riding the bus and may be disciplined in accordance with school board policy.

**STUDENT EMPLOYMENT:** If a student desires to be employed during the school year, a Georgia Department of Labor work permit must be obtained from the attendance office. It must be fully completed, signed by the student and the employer, and returned to the principal's office before being employed.

**RETURNED CHECKS:** A \$20.00 processing fee will be charged on all checks returned by the bank as non-collectable. The student and/or parent will be responsible for this fee.

**EMERGENCY - SCHOOL CLOSING:** In case of severe weather or other emergencies, official information about school closings will be broadcast on Atlanta /Athens television and radio stations, Athens WNGC ;Commerce WJJC and on school website at [www.jeffcityschools.org](http://www.jeffcityschools.org).

**STUDENT PARKING (POLICY JGFF):** Students are not allowed to park in the faculty parking lot or area during school hours.

**Parking on campus is a privilege. Therefore, certain rules and regulations are expected of the student to maintain this privilege.** At Jefferson High School, a student must be in good academic, attendance, and disciplinary standing to purchase and keep a parking permit. At any time a student begins to exhibit inappropriate grades, attendance, and / or behavior, they will forfeit their parking privilege for a specified period of time up to the remainder of the school year. In order to apply and purchase a parking permit, a student can have no major disciplinary referrals (Level 3 or 4) and must be clear of all fees, fines, and obligations. **Parking must be in marked spaces only. Parking hang tags must be displayed in vehicle at all times. Parking hang tags can be purchased for \$40 (\$20 if purchased after spring break) and are valid through the current school year.** Do not park in driveways, in entrances, exits, or on the grass. Parking outside marked spaces, in driveways and entrances or exits of parking lot, and parking so as to block other cars is prohibited. Once students arrive at school they must park and leave their vehicles. Returning to parked vehicles, except with permission of an administrator, may not be done until the time for the student to

leave school. No loitering or congregating in the parking lot is permitted during school hours. Infractions can result in the loss of parking privileges, exemption status, and/or disciplinary action.

**VISITORS (HOUSE BILL 161):** Jefferson High School graduates and parents are always welcome. Upon entering the building they must go to the main office to register and receive a visitor's badge. Students from other schools are asked not to come to school for the purpose of visiting with our students. Former graduates and approved others who visit the school will be asked to limit their visit to the cafeteria during lunch.

**DRUG FREE/WEAPON FREE ZONE (POLICY JCDAB/JCDAC):** The Board is concerned with the well being of all school system personnel. The Board recognizes that a drug-free workplace encourages employee productivity and promotes accomplishments of the Board's mission and goals.

**Drug Free Zone:** All areas within 1,000 feet of any real property owned by or leased to the Jefferson City Board of Education and used for elementary or secondary education are hereby declared to be "Drug Free School Zones". In accordance with Georgia law (Code section 16-13-32.4), it shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, or within the designated drug free zone.

### **SAFETY DRILLS**

There will be school wide safety drills conducted on the following schedule as part of Jefferson High School's Safety Plan:

Fire: each month	Lock Down: each month
Tornado: each semester	Evacuation: each semester

**USE OF THE COPYING MACHINE:** Students are not to use the copy machines in the teacher workrooms for their personal needs. A pay copier is provided in the media center at 10 cents a copy.

**LOST AND FOUND:** All articles found should be turned in at the attendance office. If a student loses an article, he/she should come by the attendance office to inquire if the item has been found.

**GIFTED (POLICY IDDD):** A gifted student is a student who demonstrates a high degree of intellectual and/or creative abilities, exhibits and exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or ancillary services to achieve at levels commensurate with his/her abilities. SBOE Rule 160-4-2-38

**STUDENT COMPLAINTS AND GRIEVANCES (POLICY JCE):** 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 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 shall 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 ten 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 school days.

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

**Level Three** – If the grievance is not resolved within five school days after receiving the response from the assistant principal or the principal, the student may submit the grievance in writing to the superintendent. The superintendent shall respond within five school days.

**Level Four** – If the grievance is still not resolved within ten 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 school days.

**The decision of the Board of Education is final.**

**STUDENT FEES:** The Jefferson City Board of Education provides free education for all students enrolled. Neither tuition nor fees may be charged for state-funded courses. However, students shall be required to supply materials basic to all courses. Materials including paper, pencils, pens, etc. shall be supplied by the student. **(Policy JAA)**

Students shall also be required to provide clothing appropriate for each course. Students shall be charged a reasonable fee for lost, damaged, or abused school system property. Fees for extracurricular activities may be charged, so long as these are not made a condition of attendance or credit within the normal academic program. **(Policy JS)**

**SOLICITATIONS BY STUDENTS (POLICY JKB):** The Board recognizes that fund raising by student groups is necessary from time to time. The Board also recognizes that an unlimited number of fundraiser can burden the community unnecessarily. Thus, the Board shall limit the number of fund-raising efforts from the schools and has set forth guidelines for fund raising activities including the prior approval of these activities which will regulate time(s) of fund raising activities, and the accounting of monies received and expenditures of such monies. No fundraising may be conducted without prior approval of the School Board. The principal must ensure the ready to eat foods for sale are sold in accordance with the rules established by the School Food Lunch Program. Games of chance, raffles, and lotteries are prohibited.

**THE MEDIA CENTER:** The JHS Media Center is the learning hub of the school. As the largest classroom in the school, our mission is to play a central role in teaching and learning on a daily basis. We provide an energetic, collaborative learning environment that encourages student investigation and creation of ideas. We support students, teachers and all members of the Jefferson community in becoming responsible consumers and users of information and technology. We actively promote technology integration and literacy skills into the curriculum and foster a love of reading and life-long desire to learn. Come visit to see us Teach, Learn, and Create!

Media Center Hours: 7:45 am until 3:55 pm on school days

**General Rules:**

- The media center will be open before school each morning for students to complete assignments, read, and use the computers.
- Books are checked out for a two-week period. A book may be renewed unless it is on hold for another patron.

- An overdue fine of .10 cents is charged for each day a book is late, excluding weekends and holidays.
- Magazines, which are checked out and lost, must be replaced at newsstand prices.
- Lost books must be paid for at replacement cost.
- Students may make copies in the media center at a cost of .10 cents a copy.
- Computer ethics must be practiced at all times, or the student's privileges for computer use will be denied.
- When visiting the media center, students must have a specific purpose and a written pass from their classroom teacher.
- If a student owes fines or has an overdue book they will not be allowed to check out any other materials until their account is clear.
- No food is allowed in any part of the media center.
- Water is the only beverage allowed in the media center.

**GUIDANCE/COUNSELING:** School counselors are specially trained educators who support the academic achievement of all students by assisting students in planning their course of study throughout high school, providing information and guidance for educational and career planning using and providing community resources as needed. **School counselors are available to assist students and parents by appointment before, during, and after school.** Though welcome and urged to use counseling services, students must have prior permission and a hall pass to visit the Guidance Office during class times.

**CURRICULUM (POLICY IC):** The curriculum taught in Jefferson High School is the Georgia Board of Education adopted uniformly sequenced core curriculum and is aligned with the Georgia Department of Education's implementation schedule for the Georgia Performance Standards (GPS). In July of 2010 the Georgia State Board of Education took formal action to adopt and implement the Common Core State Standards (CCGPS). Within the next three years, one hundred percent of the Common Core K-12 mathematics and Language Arts standards must be implemented in Georgia. For more information refer to the parent resource link available at [www.corestandards.org](http://www.corestandards.org). Any parent, who determines that his/her child should not participate in an assigned supplemental educational resource (class assigned book or video), should notify the principal in writing indicating the

parent's objection to the educationally related assignment. An alternative assignment / activity will be provided.

**ENGLISH LANGUAGE LEARNERS (EL):** English to Speakers of Other Languages (ESOL) is a state funded instructional program for eligible English Language Learners (EL) 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 Local Education Agencies (LEA) with sub grants 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 (EL) to use English to communicate and demonstrate academic, social, and cultural proficiency. More information regarding the ESOL program may be obtained from the Georgia Dept of Education at [www.doe.k12.ga.us/ci\\_iap\\_esol.aspx](http://www.doe.k12.ga.us/ci_iap_esol.aspx)

**HIGHLY QUALIFIED INSTRUCTIONAL STAFF:** In compliance with the requirements of the No Child Left Behind statute, Jefferson City Schools informs parents that you may request information about the professional qualifications of your student's teacher(s) and / or paraprofessional(s). **The following information may be requested by parents from Dr. Smith, Principal at (706) 367-2881 or (706) 367-2884 or [ksmith@jeffcityschools.org](mailto:ksmith@jeffcityschools.org):**

- Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject area(s) in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

**GEORGIA MILESTONES TESTS - (POLICY II/IHF):** The A+ Educational Reform Act of 2000, O.C.G.A. 20-2-281, mandates that the State Board of Education adopt end of course assessments in grades nine through twelve for core subjects to be determined by the State Board of Education. The Georgia Milestones Testing program is currently comprised of the following content area assessments:

**Mathematics**

Coordinate Algebra

Analytic Geometry

**Social Studies**

United States History

Economics

**Language Arts**

9<sup>th</sup> Grade

11th Grade

**Science**

Biology

**SEX EDUCATION (POLICY IDBA):** Sex education and AIDS education are part of the comprehensive health program taught at Jefferson High School. Prior to the parent or legal guardian making a choice to allow his or her child or ward to take the specified unit of instruction, he or she shall be told what instruction is to be provided and shall have the opportunity to review all instructional materials to be used, print and nonprint. Any parent or legal guardian of a child to whom a course of study in sex education is to be taught shall have the right to elect, in writing, that such child not receive such course of study.

**HOMEBOUND INSTRUCTIONAL PROGRAMS (POLICY IDDC):** Jefferson City Schools will provide hospital/homebound instruction to eligible students when the following have been submitted:

1. A medical referral form, signed by a physician who is licensed by the state agency or board, as defined in O.C.G.A. 49-4-121.
2. A physician's statement indicating the duration the student will be absent from school for a minimum of ten (10) consecutive school days.
3. A physician's statement that the student is physically able to participate in instruction.

Once the referral form is completed and returned to the school system, a certified teacher will pick up the student's assignments

from the school and schedule a time to work with the student. When students are served in the hospital/homebound program, students will be counted as present just as if students were at school. Parents/guardians who would like for their child to be served by this program should contact the school for a referral as soon as the student's illness is diagnosed.

**FIELD TRIPS (POLICY IFCB):** Field trips may be taken by classes and groups of the 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 Board of education shall not be responsible for any injury or loss of property resulting from a student's participation in a field trip. No field trips will be allowed after November 15 and April 15 of each semester during the school year because of testing.

**GRADUATION REQUIREMENTS (POLICY IHF):** The Georgia Board of Education establishes graduation requirements. Students must meet the requirements established for their graduating class, which are determined by the date of enrollment in the ninth grade. To be eligible for graduation, specific requirements in each of the following components must be met:

1. Unit Credit – Students must earn the minimum number of units required for their graduating class and diploma program.
2. Required Courses – Students must satisfactorily complete specific course required for graduation. Students should also be aware that specific courses may be required for admission to a university, college, or technical college. There can be no substitution or exemption for courses specified in the core curriculum.
3. Attendance – Attendance requirements are those set forth in the Georgia compulsory attendance law.
4. Georgia High School Writing Test – This test is administered to all eligible students. Students must pass the GHSWT to receive a high school diploma.



Students should contact the school guidance counselor for additional information about graduation requirements.

**GEORGIA SCHOLAR (POLICY JN):** The Georgia Scholar is a graduating high school senior who exhibits excellence in all phases of school life, in community activities, and in the home. As a recipient of the Georgia Scholar Award, a student is automatically eligible to receive a Governor's Scholarship if he/she continues his/her post-secondary education in an approved public or private college or university in Georgia. The amount of the scholarship (if funds are available) will cover tuition up to a maximum cost set each year by the Georgia Assembly.

To be eligible for consideration for the Georgia Scholar, a student must meet the following criteria:

- The student has a minimum score of 1360 on the SAT
- The student will have earned 22 Georgia units of credit for graduation.
- In all work taken in grades 9-12, the student either has maintained a 3.75 average on a 4.0 scale, or ranks in the upper ten percent of his/her graduating class.
- The student has maintained 95 percent attendance in grades 9-12.
- During grades 9-12, the student has participated in three interscholastic events or has achieved significant recognition in interscholastic events: for example, holding first chair or leading a section in band or chorus, serving as athletic team captain; placing in an individual athletic events, debates, livestock show, project or other vocational competition or similar events.
- The student has assumed leadership in at least two extracurricular activities sponsored by the school.

**ACADEMIC INCENTIVE PROGRAM:**

All students will have the opportunity to earn an Incentive Card per term if they achieve the following criteria and are in good standing status. No Incentive Independent Study days will be approved after November 15 and April 15 of each semester because of testing.

**BLUE CARD:** Awarded to students who have an 'A' average for all classes and no grade of 'F' for the term; no incidences resulting in ISS or OSS; conduct grade of '1' in all classes for the term; no

absences greater than four (4) in any course for the term, no more than five (5) tardies to any course for the term.

**RED CARD:** Awarded to students who have a 'B' average for all classes and no grade of 'F' for the term; no incidences resulting in ISS or OSS; conduct grade of '1' in all classes for the term; no absences greater than four (4) in any course for the term, no more than five (5) tardies to any course for the term.

**WHITE CARD:** Awarded to students who have a 'C' average for all classes and no grade of 'F' for the term; no incidences resulting in ISS or OSS; conduct grade of '1' in all classes for the term; no absences greater than four (4) in any course for the term, no more than five (5) tardies to any course for the term.

**APPLYING TO COLLEGES AND TECHNICAL SCHOOLS:** You can get an application online from your future school. After the school or college has all the data, they will let you know whether or not you are accepted. Applications should go out early in the senior year, preferably in October or November.

**TRANSCRIPTS:** A copy of your high school records must be sent to your future school and should go along with your application form. The registrar will mail a transcript, recommendations and other required information for you. You should also request for a final transcript to be mailed to your future school after you graduate. If you apply online, notify the registrar so your transcript will be mailed. There will be a charge of \$2.00 per transcript request.

**SCHEDULE CHANGES:** Each spring, an extensive advisement process is conducted to allow students, teachers, and parents an opportunity to collaborate on courses which will best fit the needs of the individual student.

Due to this process, along with teacher and space allotments, legal guidelines, teacher schedules, and limited course selections, schedule changes will be made only for the following reasons:

- Student has previously passed a course
- Error made by the school in inputting information
- Recommendation by a student support team (SST)
- Placement in special programs such as special education, REP, Title1, etc.

**\* Please Note:** Schedule changes cannot be made in order to rearrange a student's schedule by periods, courses, or teachers.

**POST-SECONDARY ENTRANCE EXAMS:** Two different companies give entrance exams. One company, College Entrance Examination Board or CEEB, administers the Scholastic Aptitude Test (SAT). Another company administers the American College Test (ACT). You should check the college catalog carefully to see which test you might take. All dates for testing and deadlines for registering are listed in the Guidance Office. The Jefferson High School code number for both tests is 111700. The CEEB also administers the Achievement Test, which several Georgia colleges require for placement purposes. Again, check your catalog. Technical schools do not require the SAT or the ACT for admission. You may use the ASSET or scores earned on tests given at the tech school.

**UNDERCLASSMEN:** The State of Georgia pays for any sophomore to take the Preliminary Scholastic Aptitude Test (PSAT). This test is beneficial to those who are going to take the SAT in their junior and/or senior year and is given to all 10<sup>th</sup> graders. The PSAT determines finalists in the National Merit Program. Check with the Guidance Office for more details on these tests.

#### **GRADING SYSTEM (POLICY IHA)**

The following numerical grading scale will be followed:

A 90-100      B 80-89      C 70-79      F 0-69

In grades 9-12 each block course (18 week) passed earns the student 1 Carnegie unit of credit. (Exception: Health, P.E will be available ½ credit for each).

**GRADING STANDARDS (POLICY IHF):** Students in grades 9-12 are on a BLOCK grading system. Examinations are given at the end of each semester, which include Georgia Milestones and Student Learning Objective Exams. All examinations at the end of each semester will count 20% of a student's grade for that semester. The other 80% will be based on teacher's grading of test, quizzes, homework, projects, etc. Advanced Placement (AP) courses carry a 10 point weight on final grade and honors / advanced courses will carry a weight of 5 points upon successful completion on the student grade point average (GPA). Weighted courses are not recognized for HOPE Scholarship eligibility, but

will be used to determine Jefferson High School student ranking and honor graduate attainment. In order for a student to receive these additional weighted points, they must have a minimum of a passing grade of a 70 in the course and sit for the Advanced Placement Exam.

**PROMOTION REQUIREMENTS\* (POLICY IHE)**

To enter the 10<sup>th</sup> Grade: 6 credits (4 Core Classes)

To enter the 11<sup>th</sup> Grade: 12 credits (8 Core Classes)

To enter the 12<sup>th</sup> Grade: 20 credits (12 Core Classes)

**Note: 28 total credits needed for graduation**

**COLLEGE VISITATION PRIVILEGE:** Seniors may be excused one day to visit post-secondary schools on school days provided they file a request in advance giving the dates and reasons for going. Students must have made application to that specific college prior to their visit. Students must return proper documentation from the college visited in order for the absence to be excused. Students are counted present if all teachers approve the request in advance and all work is made up. These forms may be acquired from the counselor and if all requirements are met, students will be given visitation privileges. The attendance office and the guidance office must be notified in advance prior to the college visit. Any junior wishing to make a college visit must see an administrator.

**SELECTION OF HONOR GRADUATES (POLICY JN):** Grades for all courses taken from grades 9-12 will be added together through the fall semester of the senior year when determining Honor Grads. The graduating senior who has attained a College-Career Preparatory Diploma and has the highest GPA at the end of the fall semester of the senior year will be named the First Honor Graduate/Valedictorian; the second will be named Second Honor Graduate/Salutatorian and be invited to speak at the graduation services. To be eligible to be named Valedictorian and Salutatorian, a student must have completed all academic coursework from an accredited high school program (as recognized by Georgia DOE) from which a minimum of four (4) semesters should be at Jefferson High School at the time of determination. In addition to the above, all graduating seniors with a minimum of 90 numerical average, on or above grade level, and receiving the College –Career Preparatory Diploma will be identified as an Honor Graduate and wear the appropriate identifying cord. In addition, in order to attain Honor Graduate

status, the student's disciplinary and attendance history will be subject to review and must be in good standing status.

**Beginning with the incoming freshman class in 2014-2015,** final grades for each course taken in grades 9-12 will be added together through the fall semester of the senior year. Any graduating senior **in good standing** who has **earned at least two Advanced Academic/World Language/Fine Arts Pathways in two different areas, with two AP courses and completion of AP exams OR dual enrollment in that subject area, and has a cumulative grade point average of 90 or above, and has not received a failing grade in any course** will be identified as an Honor Graduate. The graduating senior who has attained the highest GPA and met the requirements of an Honor Graduate will be named the First Honor Graduate/Valedictorian. The second will be named Second Honor Graduate/Salutatorian. To be eligible to be named Valedictorian or Salutatorian, a student must have completed all academic coursework from an accredited high school program as recognized by the Georgia Department of Education; a minimum of four (4) semesters must have been completed at Jefferson High School at the time of determination. Rounding up will not be used in computing the cumulative average (i.e. a student with an 89.9 would not qualify).

**PARENT ADVISEMENT:** The JHS counseling staff offers an advisement each spring. This program brings the student, his/her parents, and a counselor together to plan each student's course of study for the following year. This advisement conference gives the student and his/her parent's time to review the student's completed coursework and to explore the requirements for the different diplomas. It is also an opportunity for the student and parents to examine the course descriptions and offerings and to discuss any post-secondary options.

**Parents are required to attend this important planning session.** No student can receive a schedule for next school year without parental attendance and signature. It is a wonderful opportunity to gain information about the programs offered at JHS.

**STUDENTS WHO WITHDRAW (POLICY JBCD):** Any student who withdraws from school or a class within the first 10 days of each semester will be completely dropped and treated as if he/she was never in the class or at school except for attendance reporting.

Only fifth and sixth year seniors will be allowed to withdraw due to graduation at the end of the first semester.

**STUDENT ENROLLMENT:** In instances where a student does not reside with a legal parent or guardian, the person enrolling the student must obtain and complete a Non-Parental Affidavit of Residence Form to be kept on file in the student's permanent record.

**INTERNET USE POLICY (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 world wide network that provides various means of accessing significant educational materials and opportunities. The school district is providing access to its computer networks and Internet only for educational purposes and research consistent with 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. Plagiarism from reference sources, including the Internet, may result in disciplinary action according to the school code of conduct. 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 parents' objection to their child participating in any educationally related programs.

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.
4. Random access or "surfing the net" by students is prohibited.
5. 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 is prohibited.
  - All communications and information accessible via the network are subject to copyright laws.
6. 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, mis-deliveries, 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 its Network/Internet services.

7. 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.
8. 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.
9. 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.

## **TITLE IX POLICY**

### **STUDENT DISCRIMINATION (POLICY JCE(1))**

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 Education 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. **Title IX contact is Mr. Tim Corbett at (706) 367-2881.**



## **Notice To Parents / Guardians and Eligible Student of Rights Under Family Educational Rights And Privacy Act (Policy JR)**

Under the Family Educational Rights and Privacy Act FERPA (20U.S.C. 1232g) you have a right to:

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) 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: (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) Date of attendance in Jefferson City Schools, (F) Awards and honors received during time enrolled in Jefferson City Schools, (G) E-mail address, (H) Photograph, (I) Major field of study, and (J) Grade level. 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, Dr. Smith, in writing upon enrollment for the 2016-17 school year.**

### **SEXUAL HARASSMENT (POLICY JCAC)**

*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 or system employee to another student or system employee constitutes sexual harassment.*

Sexual Harassment Includes but is Not Limited to the Following:

- Verbal harassment or abuse
- Unwelcome touching or fondling
- Pressure for sexual favors or activity
- Remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

**Simply Put:** Sexual harassment is sexual or sex-based behavior that is not welcomed by another person. It can be a look, a gesture, a touch, or a comment. The key is that the behavior is sexual and is not wanted by the other person. "No" means "No", "Stop" means "Stop", "Quit" means "Quit". Like rape, there is nothing "Sexy" about sexual harassment. Sexual harassment is about control, intimidation, and abuse of power. Everyone has a right to attend school without the pressure of unwanted sexual advances. Each individual deserves this as a matter of personal dignity and respect.

**Legal and School Ramifications:** In many cases sexual harassment is a felony punishable by a prison term and/or fine. Sexual harassment is also punishable by school disciplinary code, which may include out-of-school suspension or a disciplinary hearing.

**Reporting Sexual Harassment:** Report any form of sexual harassment to a school official (teacher, counselor, or administrator). School authorities are required by law to

investigate all reported cases and when appropriate inform law officials.

### **JCS Bullying Policy (JCDAG)**

The Jefferson City 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 Definition (see page 53)**

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

### **JCS Child Abuse/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.

Any other person who has reasonable cause to believe that a child is abused may report or cause reports to be made.

“Abused” means subjected to child abuse.

“Child” means any person under 18 years of age.

“Child abuse” means:

1. Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child;
2. Neglect or exploitation of a child by a parent or caretaker thereof;
3. Sexual assault of a child; or
4. Sexual exploitation of a child.

“Sexual exploitation” means conduct by a child’s parent or caretaker who allows, permits, encourages, or requires that child to engage in prostitution, or sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct.

A person recognizing such signs of child abuse/neglect in the course of employment by a school or similar facility shall notify the person in charge of the facility, or designated delegate, who shall report the incidence as outlined in local procedures.

An oral report shall be made immediately by telephone or otherwise, and followed by a report in writing to the Department of Family and Children’s Services. Such reports shall contain the names and addresses of the child and parents or caretakers, if known, the child’s age, the nature and extent of the child’s injuries (including any evidence of previous injuries), and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the person(s) who caused them.

Photographs of the child’s injuries to be used as documentation in support of allegations by school officials may be taken without the permission of the child’s parent or guardian; provided, however, such photographs shall not reveal the identity of the subject and such photograph shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority.

Any person or school system participating in the making of the report, or participating in any judicial proceeding resulting there from, shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, providing such participation is made in good faith.

Any person or official required by O.C.G.A. §19-7-5 to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor and may be punished.

Under no circumstances shall the principal or designee to

whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

### **JCS 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.

The Superintendent or designee shall develop procedures to address at a minimum, suicide prevention efforts, intervention, and post intervention. Such procedures shall be developed in consultation with school and community stakeholders, school employed mental health professionals, and suicide prevention experts.

In accordance with state law, no person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of state law shall not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties but to provide a framework in which educators can exercise their professional judgment in the best interest of students.

**CERTIFICATE OF ATTENDANCE:** A student must have a completed, notarized copy of the certificate of attendance form to obtain a Georgia Driver's permit or license. Below is a list of procedures a student must follow to obtain their certificate of attendance from Jefferson High School.

- Obtain a certificate of attendance form from the Attendance Office.

- Properly complete the student information on the attendance form.
- Return form to Attendance Office and allow 24 hours or one school day to complete the certificate of attendance form.
- Pick up completed attendance form and give original copy to the Driver's License Bureau when applying for either a driver's permit or license.

### **Student not enrolled and/or Expelled from High School –**

**Driver's License:** As required by state law, if a minor (15-17 years of age) fails to be enrolled or is expelled from high school, they will be reported to the Department of Public Safety for revocation or non-issuance of a Georgia driver's license or permit. This suspension will last until the student reaches the age of 18 or is reinstated by the Department of Public Safety.

### **EXTRACURRICULAR ACTIVITIES (POLICY 1DE (1))**

A large number of students at JHS participate in the athletic program. There are a large number of sports activities throughout the year. Participation in athletics at Jefferson must be in accordance with the Georgia High School Association (GHSAA). JHS is in full compliance with Georgia's No Pass; No Play Policy. While 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade students do not fall under the GHSAA jurisdiction, the athletic department at JHS holds these athletes to the same rules and regulations (exceptions are made for incoming 6<sup>th</sup> graders during 1<sup>st</sup> semester). Students are not required to participate in any out-of-season programs, including summer, as a condition of school year participation. In order to be eligible, a student must do the following:

- You must be a regular student taking at least 4 courses towards graduation.
- Pass at least 3 subjects the previous semester (18 week grading period).
- Accumulate "core" unit requirement (1 unit after 1<sup>st</sup> semester, 4 units after 1<sup>st</sup> year, 8 units after 2<sup>nd</sup> year, 12 units after 3<sup>rd</sup> year).
- Be on track for graduation. (4 units after the 1<sup>st</sup> year, 10 units after the 2<sup>nd</sup> year, and 16 units after the 3<sup>rd</sup> year, including midyear qualification)
- Complete eligibility within 8 consecutive semesters or 4 consecutive years.

- Be an amateur.
- Not attain the age of 19 prior to May 1 of the year preceding participation.
- Not be a migrant student of less than one year's standing.
- Complete a medical examination and have insurance coverage.

### **SCHOOL CEREMONIES AND OBSERVANCES (POLICY IKD)**

In compliance with Georgia law, at the opening of school on every school day in each classroom in the Jefferson City Schools, the teacher 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. Students are also afforded the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America.

### **JEFFERSON SCHOOL SYSTEM FOUNDATION, INC.**

The System was chartered in 1983 as a tax-exempt 501-(C)(3) corporation. Independent of school administration, the Foundation is for the benefit of the school system with scholarships, special grants, supplements and other specific programs and projects as agreed upon with the administration.

#### **The Foundation's recent projects include:**

- Helps fund Scotland Exchange Program.
- Providing assistance to alumni reunions.
- Manages provided scholarship funds.
- Providing financing for Total Person Program.
- Support of JHS Academic Incentive Program.

### **DEFINITION OF TERMS**

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



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

**Bullying:** 20-2-751.4 As used in this Code section, the term ‘bullying’ means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, 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 (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. Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

**BYOT: Bring Your Own Technology:** the ability of students to utilize their personal technology devices at school for instructional purposes.

**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 the 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 or during lunch. Students are given one day’s warning so that the parents or guardians can make arrangements for transportation.

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

**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 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. Only a disciplinary tribunal may take such action.

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

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance or combination of substance 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 or regular school program and assignment of that student to an alternative program isolated from peers. Academic credit is awarded for all academic work completed in ISS.

**Out of School Suspension:** Removal of a student from the regular school 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.

**Profanity:** The use of language that is inappropriate and offensive to others which would include curse words and derogatory words of a racial, cultural, and sexual nature.

**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 consist whether a student has committed an infraction of the Code of Conduct and the acceptance of sequences in lieu of a hearing before a disciplinary tribunal.

**Weapons:** The term weapon is defined as 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 bludgeon-type weapon, any stun gun or taster, 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 riding parts connected in such a way as to allow them to swing freely, which may be known as nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

## **JEFFERSON 'PRIDE'**

**Promoting  
Responsibility  
In  
Dragon  
Excellence**

## **JEFFERSON 'FIRE'**

**Focused  
Individualized  
Remediation  
Enrichment**

**Jefferson \_\_\_\_\_ School**  
**Student / Parent Handbook Acceptance**  
**2016-2017**

Your signature below indicates that you have read, understand, and accept the policies and procedures including the Parents' Right To Know Information found on pages 36-37, as outlined in this handbook. All procedures are in compliance with Jefferson City Schools' policies. Please return to your child's first block teacher within ten days of enrollment.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Jefferson High School**  
**Club / Organization Non-Participation Form**

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 complete and return this form to the Principal at the beginning of the school year.

Student Name: \_\_\_\_\_

Club /Organization: \_\_\_\_\_

I do not wish for my child to participate in the above club(s) / organization(s) at Jefferson High School during the 2016-17 school year.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date