

Jefferson High School  
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[www.jeffcityschools.org](http://www.jeffcityschools.org)

Principal:	Mr. Brian Moore
Assistant Principal:	Mr. Bill Navas
Assistant Principal:	Ms. Jenny Hardy
Counselor:	Ms. Jamie Cathcart
Counselor:	Ms. Jackie Hatcher
Athletic Director:	Mr. Bill Navas

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## **Letter From The Principal**

Dear Parent and Students:

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 document 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 document. State guidelines require each school to request notice of receipt signed by a parent/guardian. After being made aware of this document you will sign off on a document stating that you have reviewed the material. Please take time to review this document. 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.

Brian Moore

## **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, phone calls, emails, newsletters, newspaper announcements, school sign, twitter, facebook and conferences are methods utilized to keep parents informed and maximize our chances to address student 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, 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.

## **Jefferson High School Administration**

Principal	Brian Moore
Assistant Principal/Athletic Director	Bill Navas
Assistant Principal	Jenny Hardy
Counselor	Jamie Cathcart
Counselor	Jackie Hatcher
Instructional Technology	Kris Plummer
Visiting Teacher/Graduation Coach	Ken Ray
Administrative Secretary	Linda Lockett
Attendance Secretary	Lori Carson
Bookkeeper	Donna Shaw
Counseling Secretary	Carla Coleman
Registrar	Amber Sparks
Athletic Secretary	Krista Lord
School Nurse	Mandy Ardis

## **Jefferson City Schools Administrative Staff**

Superintendent	Dr. John Jackson
Associate Superintendent	Dr. Donna McMullan
Secondary Curriculum Director	Tom Parker
Special Education/Gifted Education Director	
Finance Director	Kim Navas
Accounts Payable Clerk	Marcia Edwards
Superintendent's Secretary	Carol Aaron
	Miranda Storey
	Dr. Michael Miller
Special Education/Gifted Education Secretary	Edna Dills
Psychologist	Seajae Harkness
Network Administrator	Logan Carter
School Nutrition Director	Sue Hamm

## Jefferson City School Board of Education

Mr. Ronnie Hopkins, Chairman  
Mrs. Guy Dean Benson  
Mr. Derrell Crowe  
Mr. Willie Hughey  
Mr. Brantley Porter  
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 quality instructional programs.

## 2018-2019 Calendar

Pre-Planning	Monday-Thursday	July 23-26
First Day of School	Friday	July 27
Teacher Planning	Friday	August 31
Labor Day	Monday	September 3
Teacher Planning	Friday	September 28
Fall Break	Monday-Friday	October 1-5
Thanksgiving Holidays	Monday-Friday	November 19-23
Winter Holidays	Wednesday-Tuesday	December 19-January 1
Begin 2nd Semester	Wednesday	January 2
MLK Holiday	Monday	January 21
President's Day	Monday	February 18
Teacher Planning	Friday	March 29
Spring Holidays	Monday-Friday	April 1-5
Last Day of School/Graduation	Friday	May 17
Post Planning for Teachers	Monday-Wednesday	May 20-22

# Jefferson High School Bell Schedules

## Regular Bell Schedule

Warning Bell	8:10
1st Period	8:20 - 9:50
Transition	9:50 - 9:55
FIRE/PRIDE	9:55 - 10:20
Transition	10:20 - 10:25
2nd Period	10:25 - 11: 55
Transition	11:55 - 12:00
3rd Period	12:00 - 1:50
<i>1st Lunch</i>	<i>11:55 - 12:20</i>
<i>2nd Lunch</i>	<i>12:40 - 1:05</i>
<i>3rd Lunch</i>	<i>1:25 - 1:50</i>
Transition	1:50 - 1:55
4th Period	1:55 - 3:25

## NO FIRE/PRIDE Schedule

Warning Bell	8:10
1st Period	8:20 - 10:00
Transition	10:00 - 10:05
2nd Period	10:05 - 11:40
Transition	11:40 - 11:45
3rd Period	11:45 - 1:45
<i>1st Lunch</i>	<i>11:40 - 12:05</i>
<i>2nd Lunch</i>	<i>12:25 - 12:50</i>
<i>3rd Lunch</i>	<i>1:20-1:45</i>
Transition	1:45 - 1:50
4th Period	1:50 - 3:25

## Activity Bell Schedule

Warning Bell	8:10
1st Period	8:20 - 9:45
Transition	9:45 - 9:50
2nd Period	9:50 - 11:15
Transition	11:15 - 11:20
3rd Period	11:20 - 1:15
<i>1st Lunch</i>	<i>11:15 - 11:40</i>
<i>2nd Lunch</i>	<i>12:05 - 12:30</i>
<i>3rd Lunch</i>	<i>12:50 - 1:15</i>
Transition	1:15 - 1:20
4th Period	1:20 - 2:45
Transition	2:45 - 2:50
Activity Period	2:50 - 3:25

# **JHS INSTRUCTIONAL STAFF**

## **\*Department Chair**

### **Language Arts**

\*Mrs. Christina Healan  
Mrs. Tammy Barnett  
Mr. Charles Clark  
Mrs. Jennifer Marlar  
Mrs. Raygan Moak  
Mrs. Danielle Montgomery  
Mrs. Casey Nissenbaum  
Mrs. Elaine Wilder

### **Mathematics**

\*Mrs. Sara Massey  
Mrs. Jordan Beusse  
Mrs. Megan Cason  
Mr. Kevin Condon  
Mrs. Michelle Loggins  
Mrs. Samantha Maddox  
Mrs. Amberly Roberts  
Mr. Brian Rodgers  
Mr. Eric Smith

### **Science**

\*Mrs. Samantha Maddox  
Mr. Casey Colquitt  
Mrs. Sheila House  
Dr. Jacob Marble  
Mr. Sam Moore  
Mrs. Lillian Mulvey  
Dr. Jeremy Peacock  
Mrs. Vicki Veldhuis

### **Social Studies**

\*Mr. Bob Gurley  
Mr. Dawson Bryan  
Dr. Cathy Carter  
Mr. Gene Cathcart  
Mr. David Cleveland  
Mr. Harry Cooper  
Mrs. Fran Doolittle  
Mr. Bob Pittard  
Dr. Jerry Rice

### **Physical Education**

\*Mrs. Kacie Bostwick  
Mr. Mike Doolittle  
Mr. Tommy Knight  
Mr. Kevin Morris  
Mr. Brady Sigler  
Mr. Doug Thurmond

### **Media Specialist**

Kacy Tedder

### **Career Technology**

\*Mrs. Jackie Johnson  
Mrs. Angela Bolen  
Mrs. Cindy Brooks  
Mr. David Calloway  
Mrs. Christy Drew  
Mrs. Melissa Webb  
Dr. Wayne Wheeler

### **AFJROTC**

\*Major Wayne Magnusson  
CMSgt. Budell Willis

### **Fine Arts**

\*Mr. Jim Bryan  
Mrs. Janie Sirmans  
Mr. Jason Sneath  
Mrs. Hillary Wood

### **Foreign Language**

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

### **Special Education**

\*Mrs. Kim Rainey  
Mr. Kyle Baird  
Mr. Chuck Cook  
Mrs. DeMaris Hooper  
Mr. Drew Lawrence  
Mrs. Molly McCarty  
Mrs. Lauren Phillips  
Mr. Matt Sims  
Mr. Brian Williamson

### **Instructional Technology**

Mr. Kris Plummer

### **Paraprofessionals**

Mrs. Sherry Baldwin  
Mr. Jamie Chambers  
Mrs. Alex Coley  
Mr. David Fouche  
Mr. Tim Lawrence  
Mrs. Beth Pendleton  
Jordan Perdue  
Mrs. Cassie Ruis

### **Alternative School/In School Suspension**

Mr. Greg Brown



## **Where To Go For Assistance**

### **Need**

Absence/Attendance  
Accidents  
Activity/Scheduling Approval  
Announcements  
Apprenticeship  
Athletic Eligibility  
Audiovisual Aids  
Breakfast/Lunch Program  
Career Information  
Change of Address  
Check In/Out  
College Scholarship  
Counseling (Individual or Group)  
Custodial Assistance  
Finance/Fees/Fines  
Illness  
Locating Student  
Lockers  
Lost and Found  
PRIDE (Advisement)  
Parent Portal  
Parking Permits  
Requisition Purchase  
Facility Reservation  
School Insurance  
School Supplies  
Special Education Issues  
Testing Information  
Transcripts  
Visitors  
Withdrawal From School

### **Location**

Annex/Attendance Office  
Main Office  
Main Office  
Counseling Office  
Counselor  
Athletic Director  
Media Center  
Food Service Manager  
Counselor  
Registrar  
Annex/Attendance Office  
Counselor/Website  
Counselor  
Main Office  
Bookkeeping  
Annex Office/Clinic  
Main Office  
Assistant Principal  
Main Office  
Counselor  
Media Specialist  
Assistant Principal  
Bookkeeping  
Main Office  
Main Office  
School Store  
Special Education Coordinator  
Testing Coordinator  
Registrar  
Main Office  
Registrar

## Clubs and Organizations

### Club

Principal's Leadership Council

Future Farmers of America

Chorus

Fellowship of Christian Athletes

Band

BETA Club

Spanish Club

Drama

One Act Play

Academic Bowl

ANIME

Literary

Yearbook

Total Person Program

Art Society

Newspaper/Literary Magazine

Future Business Leaders of America

Fishing/Anglers

Vinyl Club

Video Game Club

Poetry Club

Home Economics Club

Students for Equality

Mountain Bike Club

Prom

Homecoming

### Sponsor

Dr. Cathy Carter/Dr. Jerry Rice

Mr. David Calloway/Mrs. Melissa Webb

Mr. Hillary Wood

Mr. Chuck Cook/Mr. Tommy Knight

Mr. Jason Sneath

Mrs. Lane Guzman/Mrs. Morgan Akin

Mrs. Janie Sirmans

Mrs. Janie Sirmans

Mr. Harry Cooper

Mr. Charles Clark

Mrs. Hillary Wood

Mrs. Jennifer Marlar

Dr. Jacob Marble/Mrs. Sara Massey/Mrs. Elaine Wilder

Mr. Jim Bryan

Mrs. Danielle Montgomery

Mrs. Christy Drew

Sam Moore

Mr. Charles Clark

Mrs. Danielle Montgomery

Mrs. Elaine Wilder

Mrs. Angela Bolen

Mr. Harry Cooper

Mr. Tommy Knight

Mrs. Casey Nissenbaum/Mrs. Hillary Wood

Mrs. Raygan Moak/Mrs. Jennifer Marlar

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 am. Meetings after school may not begin until 4:00 pm 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 make this known to the administration at Jefferson High School in writing.**

## Jefferson High School Athletics

### Sport

Fastpitch Softball

Football

Cross Country

Volleyball

Football Cheerleading

Wrestling

Boys Basketball

Girls Basketball

Basketball Cheerleading

Competitive Cheerleading

Swimming & Diving

Baseball

Perdue

Boys/Girls Golf

Boys Soccer

Girls Soccer

Boys Tennis

Girls Tennis

Boys/Girls Track

### Coaches

HC-Kacie Bostwick

Assistants-Sam Moore, Hope Dalton, Kyle Hardy

HC-Gene Cathcart

Assistants-Mike Doolittle, Tom Parker, Ken Ray, Matt Stephenson, Justin Meyer, Lucas Redd, Jordan Perdue, Todd Samples, Brandon Vinson, Bob Gurley, Boss Bailey

HC-Brady Sigler

Assistant-Lauren Phillips

HC-Brittani Lawrence

Assistants-Drew Lawrence, Julia Bowers

HC-Jenny Hardy

Assistants-Brooke Vaughn, Jordan Beusse

HC-Doug Thurmond

Assistants-Nick Niesilowski, Kyle Baird, Mitch McGhee, Alton Lee

HC-Kevin Morris

Assistants-Jamele Hester, Drew Lawrence, Tim Drake

HC-Greg Brown

Assistants-Carrie Brown, Krista Lord

HC-Jenny Hardy, Jordan Beusse

HC-Christy Potts

Assistant-Chase Watson

HC-Tommy Knight

Assistants-Jon Velduis, Andy Fowler, Shawn McNally, Kyle Hardy, Jordan

HC-Matt Sims

Assistants-Tom Parker, Wayne Wheeler, Anna Alexander

HC-Casey Colquitt

Assistants-Brian Williamson, Tim Lawrence

HC-Molly McCarty

Assistants-Ron Beacham, Stephanie Lamm, Emily Kianka

HC-Dawson Bryan

Assistant-Betsy Brehm

HC-Kimberly Boswell

Assistant-Betsy Brehm

Boys HC-Brady Sigler/Girls HC-Brandon Vinson

Assistants-Autumn Fullington, Mike Paolozzi, Josh Kles, Amos Tift

## Attendance Procedures and School Rules

### **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 its concern 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. **This note must be presented within 72 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.

### **An absence will be marked EXCUSED if.....**

- 1) **The student turns in a signed doctor's note within 72 hours of their return to school.**
- 2) **The student turns in a signed parent note within 72 hours of their return to school. (Each student may submit signed parent notes to excuse up to five days absent each semester)**

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.

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.

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 issue 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.

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.

**\*Absences as a result of a student acting as a participant in a school sponsored activity or content 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. If a student arrives at class after the 8:20 tardy, they should go to the nearest office and get a late to class pass.

### **Tardy Policy**

1st Tardy	Warning
2nd Tardy	Warning
3rd Tardy	Warning
4th Tardy	Administrative Detention
5th Tardy	2 Administrative Detentions
6th Tardy	Saturday School
7th Tardy	Saturday School
8th Tardy	1 Day of ISS
9th Tardy	2 Days of ISS
10th Tardy	OSS

### **Checking In/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 the attendance secretary in the attendance office. Students leaving without formally checking out are considered truant and in violation of the Code of conduct and will be 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 student in the Attendance Office
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. Students who sign out for appointments (doctor, dental or other) must bring a doctors excuse in order for the absences 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.
3. Students will only be allowed to checkout with the person(s) listed on their student information sheet.
4. Students will only be permitted 10 school sponsored absences for the year.
5. Efforts should be made to schedule medical and dental appointments after school hours or on school holidays.

School officially begins for any student one he/she has initially arrived on campus (whether by car, bus or on foot). Any attempt to leave campus 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 dispose of properly.
5. Loud talking and misbehavior will not be tolerated.
6. Throwing 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 Breakfast/Lunch Prices**

Reduced Breakfast	.30	Adult Lunch	3.50
Reduced Lunch	.40	Entree	.50
Paid Breakfast	1.40	Side Dish	.50
Paid Lunch	2.50	Milk	.50
Adult Breakfast	1.75	Condiments	.25

No other food other than a sack brought from home will be permitted in the cafeteria; no delivery of food such as pizzas, etc. will be permitted. Fee and reduced priced meals are available to eligible to students. Forms may be picked up in the cafeteria. No charging of meals is 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 (Policy JCDA)**

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 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 JGF2)**

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 in each school of 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, 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 inspections 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 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) OSS (Out of School Suspension)**

In-School Suspension (ISS) is a discipline measure that permits the student to attend school, but prohibits him or her from attending his or her regular classes. Out-of-School Suspension (OSS) is a discipline measure resulting in an involuntary removal from school attendance. During OSS assignment(s) students will be allowed to make up school work within 5 days of returning to school. After 4 suspensions (ISS or OSS) in a school year, the student will be placed on a Behavior Contract. Once a student is placed on a Behavior Contract, and further violations resulting in suspension (ISS or OSS) can result in a tribunal hearing. Any suspension from school (ISS or OSS) disqualifies a student from participation in extracurricular activities on the date(s) of their suspension.

### **Behavior Correction Plan (Behavior Contract)**

A Behavior Contract refers to a set of behavioral intervention strategies devised for students who have been identified as chronic disciplinary problem students. Students who have accumulated a total of four suspensions in a school year will be placed on a Behavior Contract.

### **Alternative School**

Students assigned to the JCS 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.



## **Behavior Violations Are Classified Into Three Different Levels**

### **Level I Discipline**

Level I discipline is used when students demonstrate minor acts of misconduct that interfere with the orderly processes of the school. **Consequences for Level I violations will vary from an administrative warning to out-of-school suspension (up to 3 days of OSS).** Each individual consequence is based off of the severity of the rule violation and the professional discretion of the administrator. Some Level I violations can be treated as Level II violations depending on severity.

### **Level II Discipline**

Level II discipline is used when students demonstrate major acts of misconduct that interfere with the orderly processes of the school. **Consequences for Level II violations will vary from four (4) to nine (9) days of suspension and will involve either in-school or out-of-school suspensions. Some Level II violations can be treated as Level III violations depending on severity.**

### **Level III Discipline**

Level III Discipline is used when students demonstrate severe acts of misconduct. **Consequences for Level III violations result in a suspension of up to ten (10) days pending a student tribunal. If found in violation of a Level III rule a student can be placed in an alternative program or expelled from school.**

## **Suspension from a School Bus**

**Bus Suspension (when a student is allowed to attend school) are defined by the following levels:**

- Level I:                    Bus Suspension for up to 5 days.**
- Level II:                    Bus Suspension for 6 or more school days.**
- Level III:                    Student Disciplinary Tribunal**

## **Student Support/Response To Intervention (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) consist of an administrator, counselor designee, the referring teacher, any additional 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 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 injury, significantly developmentally delayed, other health impaired, gifted and hospital homebound. Any disabled child, age three (3) as of September 1st, 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/guardian. If you are the parent or legal guardian of the disabled child, you may contact Mr. Trevor Metzger at (706) 367-209 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: Mr. Trevor Metzger, Special Education Director, 345 Storey Lane, Jefferson, Georgia 30549.

## **Section 504 Resolution Procedure**

Any student, 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 education placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator, Mr. Metzger; however, a grievance failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing through the school 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 of 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.
- 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.
- 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 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.

- Involve parents in Title 1 activities.

### **Probationary Status of Students**

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the parent or guardian of the student. A student may be placed in probationary status which 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 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 (Policy JCDAE)**

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 system, 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 school official.

### **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, flailing instruments 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 non lethal 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**

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 a 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**

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 that are more than 4 inches above the front and back of the knee. Having clothing underneath the short , skirts 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.
- PE Classes: Shorts cannot be shorter than six (6) inches above the knee.
- 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 of 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.
- Pajama, loungewear 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 the 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 medications shall be instructed not to permit any other student to handle, possess or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of 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 reactions 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 albuterol sulfate (asthma inhaler, may have other generic names), if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for albuterol 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**

School buses are staffed with qualified competent drivers. They are charged with 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 broadcasts on Atlanta and Athens television stations and radio stations. The school website and Jefferson City Schools and Jefferson High School social media accounts through Facebook and Twitter.

## **Student Parking**

Students are not allowed to park in the Staff parking areas during school hours. Parking on campus is a privilege. Therefore, certain rules and regulations are expected of the student to maintain this privilege. 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 be clear of all fines and fees. Parking must be in marked spaces only. Parking hang tags must be displayed in vehicle at all times. Failure to display hang tag may result in your vehicle being stickered and/or booted. Parking hang tags can be purchased for \$50 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. 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 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.

### **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 Semester
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.

### **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 front office to inquire if the item has been found.

### **Gifted**

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 Files**

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 students.

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.

### **Solicitations by Students (Policy JKB)**

The Board recognizes that fundraising by student groups is necessary from time to time. The Board also recognizes that an unlimited number of fundraisers can burden the community unnecessarily. Thus, the Board shall limit the number of fundraising efforts from the schools and has set forth guidelines for fundraising activities including the prior approval of these activities which will regulate time(s) of fundraising 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.

Media Center Hours: 7:45 am - 3:55 pm

### **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.

## **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 education 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 Counseling Office during class times.

## **Curriculum**

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)

## **English Language Learners (ELL)**

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 Proficiency Standards with the Georgia Performance Standards. The 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 Department of Education at [www.doe.k12.ga.us/ci\\_iap\\_esol.aspx](http://www.doe.k12.ga.us/ci_iap_esol.aspx).

## **Professionally Qualified Instructional Staff**

In compliance with the requirements of the Every Student Succeeds Act, Jefferson City Schools informs parents at the beginning of the school year of their 'right to know' the professional qualifications of the student's classroom teacher(s) and paraprofessional(s). The following information may be requested by parents to:

**Mr. Brian Moore, Principal at (706) 367-2881 or [brmoore@jeffcityschools.org](mailto:brmoore@jeffcityschools.org)**

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

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

### **Georgia Milestone Tests**

The A+ Educational Reform Act of 2000, O.C.G.A. 20-20281, 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:

#### **Language Arts**

ELA 9  
American Literature

#### **Mathematics**

Coordinate Algebra  
Analytic Geometry

#### **Science**

Biology

#### **Social Studies**

United States History  
Economics

### **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 Program**

Jefferson City Schools will provide hospital/homebound instruction to eligible student 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 IHF6)**

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.

Students should contact the School Counselor for additional information about graduation requirements.

### **Georgia Scholar**

The Georgia Scholar is a graduating 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 or University of 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 I 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 I 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 I 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**

All seniors should request a final transcript in the registrar's Office. There will be a charge of \$4.00 per transcript request. Students may also request a copy of their transcript by visiting [www.GAfutures.org](http://www.GAfutures.org).

## **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, Title 1, etc.

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

## **Post Secondary Entrance Exams**

Two different companies give entrance exams. One company, College Board, 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 Counseling Office. The Jefferson High School code number for both test is 111700. Technical schools do not require the SAT or the ACT for admission. You may use the Accuplacer or scores earned on tests given at the technical school.

## **Grading System**

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 weeks) passed earns the student 1 Carnegie unit of credit.

## **Grading Standards (Policy IHF6)**

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 Jefferson Measures of Progress 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 1 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 grades 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.

## **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**

Grades for all courses taken from grades 9-12 will be added together through the fall semester of the senior year when determining Honor Graduates. 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 a 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.

## **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 review 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.

## **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**

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. 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 instructional 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 an 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 communication and information accessible via the network are subject to copyright laws.
1. 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.
2. 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 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.
3. 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
4. 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 JAA)**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology 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. Bill Navas 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 (20 U.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, Mr. Brian Moore, in writing upon enrollment for the 2018-19 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.

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. 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 (JCDAAG)**

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**

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.

"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 certified 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 implementation procedures or resulting from any training, or lack thereof, required by state law or this policy. The training 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 IDE3)**

A large number of students at JHS participate in athletic programs. There are a large number of sports activities throughout the year. Participating in athletics at Jefferson High School must be in accordance with the Georgia High School Association (GHSA). JHS is in full compliance with Georgia's No Pass No Play Policy. While 6th, 7th and 8th grades students do not fall under the GHSA jurisdiction, the athletic department at JHS holds these athletes to the same rules and regulations (exceptions are made for incoming 6th graders during 1st 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 1st semester, 4 units after 1st year, 8 units after 2nd year, 12 units after 3rd year).
- Be on track for graduation. (4 units after the 1st year, 10 units after the 2nd year, and 16 units after the 3rd 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 1st 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 no more than 60 seconds with the participation of all students. This moment of quiet reflections 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 administrations, 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.

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

**Bullying:** 10-2-751.4 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.

**Bring Your Own Technology (BYOT):** 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 specific 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 prescription 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 misappropriation or taking of 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 taser, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, 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 HIGH SCHOOL

## **'PRIDE'**

**PROMOTING  
RESPONSIBILITY  
IN  
DRAGON  
EXCELLENCE**

## **'FIRE'**

**FOCUSED  
INDIVIDUALIZED  
REMEDICATION  
ENRICHMENT**

