

Jefferson Middle School

100 Dragon Drive
Jefferson, GA 30549

Student Handbook

2016 - 2017



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Website – www.jeffcityschools.org

This agenda belongs to:

Name _____

Address _____

City/State _____ Zip Code _____

Phone _____

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SCHOOL CALENDAR

School Calendar – Policy AEA

The school calendar provides days of attendance for students, days of professional learning and organizational meetings for teachers and administrators, holidays and vacation periods, and other schedules of importance to the staff, students, and the public.

Detailed information regarding the Jefferson Middle School 2016-2017 calendar will be distributed to students during Open House. The calendar can also be found on www.jeffcityschools.org

JEFFERSON CITY SCHOOLS' LEADERSHIP

Board of Education Members

Mr. Ronnie Hopkins, Chairman; Ms. Guy Dean Benson; Mr. Derrell Crowe;
Mr. Willie Hughey; Ms. Angela McKinney, Ms. Janice Wilbanks

JCS Central Office Personnel

Dr. John Jackson, Superintendent
Dr. Donna McMullan, Associate Superintendent
Dr. Angela Vinson, Special Education Director
Mr. Tom Parker, Director of Middle and Secondary Instruction
Mrs. Debbie Williamson, School Psychologist
Dr. Michael Miller, Director of Achievement

JCS Principals

Ms. Annette Beckwith, (JES), Ms. Laurie Gray (JA),
Mr. Ken E. Martin, Jr. (JMS), Dr. Kevin Smith (JHS)

JEFFERSON MIDDLE SCHOOL

Mission Statement

Our mission is to graduate fully functioning adults.

Belief Statements

1. We commit to providing learning environments that are physically and emotionally safe.
2. We commit to assisting students to become independent and critical thinkers.
3. We commit to empowering students with responsibility and self-respect to make positive choices.
4. We commit to exposing students to differentiated learning experiences.
5. We commit to using a variety of assessments to guide instruction.
6. We commit to communicating with our stakeholders: students, staff, parents, and the community.

SCHOOL DAY, ARRIVAL, AND DISMISSAL

School Day

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

Jefferson Elementary	7:35 A.M.-2:25 P.M.
Jefferson Academy	7:25 A.M.-2:40 P.M.
Jefferson Middle School	8:20 A.M.-3:35 P.M.
Jefferson High School	8:20 A.M.-3:25 P.M.

Arrival

Early morning supervision for JMS students will be provided in the gymnasium **beginning at 7:20 A.M.** Students being dropped off should enter through the gym doors. For the safety of our students, please do not drop off students prior to this time.

Students will have an opportunity to eat breakfast prior to the start of the school day.

The school day will begin promptly at 8:20. Students are counted tardy after 8:20, and must check in at the front office in order to be counted present.

Dismissal

Students will be expected to move directly to their designated area and exit the building in an orderly fashion.

All students, except those participating in extracurricular activities or tutorial sessions, should be out of the building by 3:50 P.M. Any students in the building after 3:50 should be under the direct supervision of a school employee for a specified activity. All car riders should be picked up in car rider line (back of the building). The front of the building is reserved for bus dismissal only.

ENROLLMENT AND WITHDRAWAL

Compulsory Attendance Ages – Policy JBA

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

All children enrolled for 20 school days or more prior to their sixth birthday shall become subject to all the provisions of State law and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained six years of age. For more information concerning Compulsory Attendance Ages (JBA) and Entrance Age (JBB), refer to the Jefferson City Schools' Board Policies.

Admission Requirements – Policies JBC(3), JBCE, and JGCB

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

1. A certified copy of the enrolling student's birth certificate;
2. An updated certificate of immunization (DHR form 3231), from a licensed physician (O.C.G.A. 20-2-771);
3. A copy of the student's official social security card or a signed form stating the individual does not wish to provide the social security number (O.C.G.A. 20-2-150).
Please note: No student shall be denied enrollment in Jefferson City Schools for declining to provide his/her social security number or for declining to apply for such a number – JCS Policy JBC(3);
4. Proof of residency document (utility bill: electric or water bill in the name of the parent/guardian with whom the student resides).

Please note:

- In instances where a student does not reside with a legal parent/guardian, the person enrolling the child must obtain and complete a “Non-Parental Affidavit of Residence” form to be kept on file in the student’s permanent record. Parents of any student(s) transferring to Jefferson City Schools from another school system will be required to sign a Request for Records Form to submit to the student’s former school.
- Parents of twins or other multiples may request same classroom placement if both students meet class eligibility requirements.
- If a student and their parent reside at the home of a relative or other individual, a notarized letter signed by the parents and residing relative must be submitted to the school.

Student Inoculation – Policy JGCB

No child shall be admitted to Jefferson City Schools unless such child has been immunized against contagious diseases as defined by the State Board of Health. Parents must furnish school personnel with a certificate from a licensed physician acknowledging that the child has been immunized. Failure to provide a birth certificate and the listed health documents could result in the student’s removal from school.

Non-Resident Students – Policy JGCB

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

Non-resident students enrolled in a Jefferson City School who are required to pay tuition as determined annually by the Jefferson City Board of Education. Annual tuition is due upon acceptance and prior to the beginning of each school year.

Please note:

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

Withdrawal of Students

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

Once the student enrolls in a new school, personnel from that school will send Jefferson Middle School a signed “Request for Records” form, which will enable JMS personnel to release school records. Any student withdrawing from the school system to enter a home study program must meet the requirements outlined in Jefferson City Schools’ Policy JBC (2).

ATTENDANCE INFORMATION

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

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

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

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

In accordance with O.C.G.A. 40-5-22, a student between the ages of 14 and 17 who has more than 10 school days of unexcused absences in any semester or combination of two consecutive quarters will be subject to denial or suspension of his/her instruction permit or driver's license.

(In accordance with 20-2-690.1, any student, age 10 or older as of September 1, must sign acknowledging receipt of information related to student attendance. This form should be completed during the registration process.)

School Year – Policies AE and JBD

The Jefferson City Board of Education 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 habits.

The annual school calendar allows for 180 days of instruction. We encourage students to be in school and to be on time. Students who leave school before 12:00 P.M. or arrive after 12:00 P.M. will be considered absent for that school day.

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

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or when attendance in school endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on

- leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.
 9. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.
- School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy, but shall be counted as unexcused for all other purposes.

Students Counted Present

Students shall be counted present under the following circumstances:

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

Grades and Absences

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

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

Policies and Procedures to Reduce Unexcused Absences: Notification

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

Absences and Excuses

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

Absences for School Sponsored Non-Instructional Activities

Each school year student absences for school sponsored non-instructional activities shall be limited to no more than ten days. Principals may use an additional three days per year to schedule non-instructional activities.

For purposes of this policy, testing, counseling (including parent-teacher conferences), and health screening are deemed to be instructional activities.

Absences Not Related to School Sponsored Activities

The Board believes that maximum learning occurs only when students attend class regularly. Research and experience have shown that students with good attendance records are more likely to have higher grades, present fewer discipline problems, have a more positive attitude toward school and learning, and form good work habits. The policy which

follows is a statement reflecting the high priority the Board places on attendance, and the concern it feels for the educational progress of all students.

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

Upon returning to school following an absence, a student must report to the school principal or his/her designee with a written note from a parent, guardian, physician, or legal authority stating the reason for the absence before being admitted to class. 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 governmental agency, including pre-induction physical examinations for service in the 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.

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

A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

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

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

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

The Jefferson City Schools Code of Conduct for students shall include a definition of truancy consistent with this policy along with procedures for addressing student discipline issues related thereto. Applicable components of the progressive discipline process and the process of parent involvement shall be implemented for truant students prior to referral of such students to the juvenile court or other court having jurisdiction.

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 students in accordance with State Board of Education rule 160-5-1-.10, Student Attendance. Students enrolled in grades kindergarten through eight who are not in attendance a minimum of 166 days of the 180-day school year will be considered for retention. High school students must be in attendance for a minimum of 83 out of 90 class periods for a semester course (1 unit) in order to receive credit for that course. For any student affected by these provisions, an appeals process will be offered through the Student Support Team to review any extreme or exceptional circumstances related to an absence (such as surgery, a car accident, a death in the family, etc.). It is the responsibility of the parents to provide any supporting documentation for such an appeal.

Attendance Rules and Procedures

Prompt and regular attendance has a direct effect on student achievement. Please be aware that there are many complications for students who arrive late to their classroom. These students lose the opportunity to get organized prior to instruction which makes for a stressful start to the day. Furthermore, students who are tardy miss valuable initial instruction. A late entry also interrupts the instructional focus of other students. Please make every effort to be punctual to all classes on a daily basis.

Excuses

Students who are absent all day or part of the day must report to the front office upon returning to school the day following the absence to submit their excuse. Please remember that students who leave school before 12:00 P.M. or arrive after 12:00 P.M. will be considered absent for that school day. Parents and/or students must bring a signed note from a parent, guardian, doctor, or governmental agency in order for the absence to be excused.

On the school day following the absence, a parent/legal guardian must send a note including the following information:

1. The student's name;
2. The date(s) of the absence(s);
3. The specific reason for the absence; and
4. Parent, guardian, doctor, or governmental agency signature.

This note should be presented to the front office prior to the beginning of the school day.

Following an absence or absences:

- Students will have five (5) school days to bring in the necessary documentation to have the absence excused.
- In instances when no excuse is provided within five (5) school days, such absences may be unexcused.
- It is the responsibility of the student to ensure that all of his/her teachers have read the slip provided by the front office.

Pre-Approved Absences

Consideration for pre-arranged absences should be submitted five (5) school days prior to the expected absence(s). All requests should be submitted in writing on a "Pre-Approved Absence Form" that can be obtained from the front office or the JMS website. Current and past attendance history, including the student's number of tardies and early checkouts, the duration of the absence, and other factors, will be considered in the decision making process. While pre-approved absences may not meet the criteria set by Georgia law for excused absences, JMS will strive to accommodate students who request pre-approved absences to minimize the impact of the absence on academic performance.

Please note: Any tests or exams taken during the pre-approved absences must be administered upon the student's return to school.

Attendance Procedures

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

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

1. First-class letter after three (3) unexcused absences;
2. A certified letter with return receipt from Jefferson City Schools' visiting teacher for five (5) unexcused absences after two (2) reasonable attempts to contact the student's parent/guardian;
3. Attendance conference with Jefferson City Schools' visiting teacher and attendance committee member(s) at seven (7) absences, excused and/or unexcused;
4. Referral to the Jackson County Student Attendance Review Board or, if the circumstances warrant, directly to the court(s) after seven (7) unexcused absences.
5. Attendance conference with Jefferson City Schools' visiting teacher and attendance committee member(s) may be held for excessive excused absences, tardies, and/or early checkouts.

Please note: All absences become part of the student's permanent record. Students enrolled in Jefferson Elementary, Jefferson Academy, or Jefferson Middle School who are not in attendance a minimum of 162 days of the 176 day school year will be considered for retention. Please refer to JCS Policy JBD for additional information.

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

Assignments Missed When Absent

It is the student's responsibility to meet with his/her teacher(s) upon returning to class from an absence to discuss make-up work. Failure to do so may result in zeros being assigned for the missed work.

After a student is absent for three consecutive school days, contact may be made with the front office for assistance in obtaining any make-up work or missed assignments.

Punctuality

Punctuality is a vital skill that is highly promoted at Jefferson Middle School. It is essential to every student's present and future success. Students should be in their first period classroom no later than 8:20 each morning. Students entering the classroom after 8:20 will be marked tardy.

Students who are late arriving to school must report to the front office to sign-in and obtain an "admission to class" slip. Students will not be allowed to enter their first period class without an "admission to class" slip. Tardies will be considered unexcused until a written note is received in the office.

Tardies will be tracked throughout the school year. Students should provide an excuse when they are tardy to school. Consequences may include, but are not limited to, the following: break detention, silent lunch, service-after-school, parent conferences, and/or in-school suspension.

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

Early Check Outs

Please avoid early checkouts except when absolutely necessary. Students leaving before the end of the day miss valuable instructional delivery. We respectfully request that early checkouts be reserved for emergencies and/or medical/dental appointments that cannot be scheduled during after-school hours or on school holidays. Whenever a student is called from the classroom for early pick-up, instruction is interrupted for all students. Please help us provide your child every advantage for success in school by supporting our efforts.

Any student needing to leave campus during the school day must check out in the middle school office prior to leaving school. Parents are encouraged to check out students only between class periods.

Contact with a parent/guardian will be required before a student is released. Students leaving without formally checking out through the front office are considered truant and in violation of the student attendance policy. If a student becomes ill during the school day, he/she should come to the clinic for evaluation.

Students are not allowed to leave the school campus prior to dismissal without the permission of a parent, guardian, or other authorized person (as defined by O.C.G.A. 20-2-690.1). If it is absolutely necessary that a student leave before dismissal, the parent, guardian, or other authorized person (as defined by O.C.G.A. 20-2-690.1) must come to the front office to complete the sign-out process. Students will only be allowed to leave with adults who have been authorized to check out an individual student. Please be prepared to provide personal identification if requested. Checkouts will be denied to those individuals not listed on the student's pick-up information form completed during the registration process.

Early checkouts will be tracked throughout the school year. Students should provide an excuse when they are checking out early from school. The following procedures will be among those used to reduce early checkouts: telephone calls; first-class letters; certified letters; referral to the Attendance Committee and/or the Jefferson City Schools' visiting teacher.

Notification of a student's change in transportation should be made prior to 1:00 P.M. to avoid a breakdown of communication and to avoid jeopardizing the safety of students.

CURRICULUM AND INSTRUCTION

Curriculum Related – Policy IC

The curriculum taught in Jefferson City Schools is the Georgia Board of Education adopted uniformly sequenced core curriculum Basic Curriculum Content. The Jefferson City School System's curriculum is in alignment to the Georgia Performance Standards (GPS). In July of 2010, the Georgia State Board of Education took formal action to adopt and implement the Common Core State Standards. Within the next three years, one hundred percent of the Common Core K-12 mathematics and ELA standards must be implemented in Georgia. For more information refer to the parent resource link available at www.corestandards.org.

Board Adopted Texts

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

Reading and Language Arts	Prentice Hall/McDougal Littell
Mathematics	Connected Mathematics 2
Science	Glencoe
Social Studies	Holt/Clairmont Press

Highly Qualified Teachers and Paraprofessionals

In compliance with the requirements of the No Child Left Behind statute, Jefferson City Schools informs parents that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s).

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

Connection Courses

Jefferson Middle School offers connection courses to supplement academic instruction. Students have an opportunity to participate in up to four (4) courses per year in addition to the four (4) core content classes. These courses include: Art, Band, Chorus, Problem Solving, Math and Language Arts Coaching, Physical Education, and Weight Training/Personal Fitness, Agriculture, and Computer Literacy, and Foreign Language Exploratory. Health will be integrated into the Physical Education Program.

Ga Assessment Program

The Georgia Milestones Assessment is administered to students in grade 6th – 8th.

English to Speakers of Other Languages (ESOL)

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

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

More information regarding the ESOL program may be obtained from the Georgia Department of Education at: http://www.doe.k12.ga.us/ci_iap_esol.aspx.

Gifted Program – Policy IDDD

A gifted student is a student who 1) demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and 2) who needs special instruction and/or ancillary services to achieve at levels commensurate with his/her abilities.

Initial Eligibility for Testing Consideration:

- To be eligible for gifted education services, a student must either:
 - Score at the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on the composite or full scale score of a standardized test of mental ability and meet one of the achievement criteria described in State Board Rule 160-4-2-38.
 - Qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity, and motivation.
- To be eligible for gifted services, a student must meet the criterion score on a nationally-normed test and either has observational data collected on his/her performance or produce a superior product as outlined in State Board of Educational Rule 160-4-2-38. Information shall be collected in each of the four data categories for all students referred for gifted program evaluation. Any data used in one area to establish a student's eligibility shall not be used in any other data category.
- Any test score used to establish eligibility shall be current within two-calendar years.

The testing window for 2016-2017 is as follows:

- New JCS Students: End of August through the month of September
- Returning JCS Students: January – February
- All referred students must be submitted and approved by the Gifted Eligibility Committee before testing will occur.

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

Homebound Instructional Program – Policy IDDC

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

1. Receipt of a medical form stating that the student will be absent a minimum of ten (10) consecutive school days; or, that the student has a chronic health condition causing him/her to be absent for intermittent times during the school year.
2. A statement that the student is physically unable to participate in instruction; and
3. A signature of a physician licensed by the appropriate state agency or board.

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

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, they will be counted as present, just as if they 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.

Migrant Education

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

Sex Education – Policy IDBA

Sex education and AIDS education are part of the comprehensive health program taught in Jefferson City Schools. Prior to the parent(s)/legal guardian(s) making a choice to allow his/her child or ward to take the specified unit of instruction, he/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 non-print. Any parent(s)/ legal guardian(s) 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.

Special Education – Policy IDDF

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

Prior to a referral to Special Education Programs, the Jefferson City School System has implemented a Pyramid of Intervention (POI) program in support of improving student achievement for all learners. The Student Support Team (SST) process is included in one of the final tiers of this intervention pyramid. The SST process is a combined effort of system personnel to address the individual needs of students at the school level. Parents are invited to attend all POI meetings. The POI team may refer students for additional academic screening and possibly a full psychological assessment. The results of the psychological assessment will determine eligibility for special educational services. For more information regarding the Pyramid of Interventions refer to Jefferson City Schools' Policy IGB.

Special Education – Child Find

The Jefferson City School System offers a full range of special education services for disabled and exceptional school age children. This includes programs and related services for students who are learning disabled, emotionally/behaviorally disordered, speech impaired, visually impaired, physically impaired, hearing impaired, intellectually disabled, autistic, traumatic brain injured, significantly developmentally delayed, other health impaired, gifted, and hospital/homebound. Any disabled child, age three (3) as of September 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 five (5). These programs are provided at no cost to the parent.

If you are the parent or legal guardian of a disabled child, you may make a referral by contacting Dr. Angela Vinson at 706.367.5209. If your child has already been evaluated, we would appreciate copies of your child's records (psychological, medical, and educational). You may authorize the release of the information by contacting the person(s) or agency who evaluated your child and asking that the records be sent to us. These records should be addressed to: Dr. Angela Vinson, Special Education Director, 345 Storey Lane, Jefferson, Georgia 30549.

Section 504

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. Dr. Angela Vinson, Special Education Director, is the JCS Section 504 Coordinator and can be contacted at 345 Storey Lane, Jefferson, GA 30549. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices. Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and involve parents in Title I activities.

GRADING POLICIES

Communication of Progress – Policy IHA

Teacher-parent communication is essential to optimizing the learning process for students. Parents will receive progress reports every four and a half weeks and report cards quarterly to provide a summary of progress for each successive nine-week period. Progress reports and report cards will be distributed according to the information given in the School Calendar during Open House.

Parents and students may also access student grades daily using Parent Portal through Infinite Campus. Please make sure you establish an account so that both you and your child can closely monitor your student's academic performance. For additional information on grades and Parent Portal, please contact our media center for assistance.

Progress reports may also be emailed after written permission is granted from the student's parent or guardian.

JMS Promotion and Retention Policy

The following factors will be considered in determining the promotion/placement/retention for students in grades 6-8:

1. Passing 5 out of 6 courses
2. Standardized Test Results
3. Teacher recommendations
4. Parent recommendations
5. Classroom performance
6. Retention history
7. Other considerations (special programs, IEP, 504, EL, POI)

Any student who does not meet these criteria on the initial administration will be given an opportunity for remediation and re-test. Please refer to JCS Board Policy for further information.

The school principal or designee may retain a student who meets standards on the CRCT but does not meet other criteria as outlined in JCS School Board Policy.

When voluntary retention has been requested by parents, the request must go through the athletic director to ensure that proper guidelines have been followed before consideration of the request by the principal and superintendent. It is not guaranteed that the awarded retention will not impact high school eligibility for athletics or other extracurricular activities. If the decision to retain is challenged at any point in time, the Georgia High School Association may be forced to rule on eligibility.

Grading Procedures

Students in grades 6-8 are on a yearly grading system, with the final grades being calculated by averaging the two semester grades for each course. The number of yearly classes passed determines promotion and retention. Quarter exams (9 weeks) for grades 6-8 may be counted up to 15% of a student's quarterly grade. The remainder of the student's grade is based upon the teachers' grading of tests, quizzes, homework, projects, etc.

The following grading scale will be used:

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

Academic Integrity

Discipline for students cheating on daily homework/academic work may be referred to the front office. Students who cheat on a major exam, test, paper, or class project will be referred to an administrator for further disciplinary action. Parents will be contacted, and academic grades as well as academic honors, exemption, etc. may be impacted.

Professional Learning Opportunities – Policy GAD

The Board of Education recognizes the importance of establishing, coordinating, and maintaining professional learning programs that address the assessed needs of all students and school and system personnel. Funds budgeted for professional learning shall be used for activities that enhance the skills and knowledge of all school system personnel, school board members and school council members, which directly relate to improving student achievement.

The Superintendent shall cause to be prepared and implemented a system-level Comprehensive School Improvement Plan (CSIP) that includes professional learning as a major component, developed according to priorities that are determined annually by the local board of education. All components of the local CSIP for professional learning shall be consistent with State Board of Education rules.

The Superintendent shall appoint a Professional Learning Coordinator whose job description shall include detailed responsibilities and functions for administering, coordinating, and directing the local professional learning program. The professional learning plan shall organize and direct all professional learning that enhances the knowledge, skills and practices of district personnel, regardless of funding source. The plan for professional learning should be based on multiple data sources, including, but not limited to, student achievement and teacher/leader effectiveness measures. The plan and its implementation shall be aligned to rigorous standards for professional learning and shall be consistent with all requirements of the state board of education.

A Professional Learning Committee shall be appointed annually to advise and assist the system coordinator in the assessment of professional learning needs, determination of priorities, content and quality of activities, evaluation of the program and modification of the professional learning portion of the system's CSIP.

School principals and district leaders shall be responsible for engaging teachers and other district personnel in on-going professional learning as part of the district's comprehensive improvement plan.

Professional learning funds may be expended for the reasons specified in State Board of Education Rule 160-3-3-.04. Stipends may be awarded only if conditions exist as specified in the State Board of Education Rule. Personnel who successfully complete conferences, workshops or courses approved by the professional learning coordinator may be reimbursed for expenditures by submitting such requests in accordance with district procedures established by the superintendent or designee.

The district's multi-year comprehensive improvement plan, budget, and annual report shall be submitted to the Georgia Department of Education at a time and in a manner identified by the Department.

ATHLETIC ACTIVITIES

Athletic Activities

Many students participate in the various Jefferson Middle School athletic programs offered throughout the year. These include cheerleading and competition cheerleading (fall and winter), cross-country (fall), football (7th and 8th grade-fall), softball (fall), volleyball (fall), basketball (winter), wrestling (winter), baseball (spring), golf (spring), soccer (spring), tennis (spring), and track (spring). Participation in athletics at Jefferson must be in accordance with the Georgia High School Association (GHSA) rules.

Based on local board policy, JMS is in full compliance with Georgia's "No Pass/No Play" policy. While sixth, seventh, and eighth grade students do not fall under the GHSA jurisdiction, the athletic department at JMS holds these athletes to the same rules and regulations. 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:

1. Be a regular student;
2. Pass five (5) out of six (6) classes per semester;
3. Be an amateur;
4. Not attain the age of 15 prior to May 1 of the year preceding participation; and
5. Complete a medical examination and have insurance coverage.

ELIGIBILITY

Requirements for Participation

The number of classes passed per semester determines eligibility status. Students must pass five (5) classes out of six (6) for the semester to be considered eligible for the upcoming semester's extracurricular activities. Once a student is declared ineligible, he/she will remain ineligible for the remainder of that semester.

Students must be present in school for at least half of the day in order to participate in extracurricular activities on that day. If students do not attend school for at least half of the day, they will not be eligible to participate in school practices, competitions, dances, and/or other school sponsored activities. During a period of suspension (either in- or out-of school suspension), the student is excluded from all school-sponsored activities, including practices, competitive events, and/or activities sponsored by the school or its employees. Students must be currently enrolled in JMS to participate in activities such as dances, etc.

BEHAVIOR

Please refer to Jefferson City Schools' Policies JCAB; JCAC; JCD; JCDA; JCDAB; JCDAC; JCDAD; JCDAE; JCDAF; and JDF for additional information.

Student Code of Conduct

Students enrolled at Jefferson City Schools must comply with the system's code of conduct. The purpose of the Student Code of Conduct is to provide students an effective and safe learning environment. All parents/guardians and students may refer to the Jefferson City Schools' Code of Conduct as outlined in this agenda. 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/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.

A teacher shall have the authority, consistent with Board policy, to manage his/her classroom, discipline students, and refer a student to the principal or his/her designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the Student Code of Conduct and repeatedly or substantially interferes with the ability of such student's classmates to learn, shall file a report of such behavior with 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 parent(s)/guardian(s), teachers, and school administration will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about and actions in response to student behavior that detracts from the learning environment. The Student Code of Conduct developed pursuant to the Code section shall encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Behavior Code

The rules, regulations, and policies of the school and the Board of Education will apply to students at school or on school property during school and off-school hours; off school grounds at any school activity, function or event; while traveling to and from such events; on vehicles provided for student transportation by the Board of Education; and at school 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.

Violation of the following rules and regulations can result in suspension or expulsion.

Depending on the frequency of the violation and the severity of the offenses, any of the following violations may result in a disciplinary hearing. Offenses include, but are not limited to the following:

Alcohol	Robbery	Weapons-Rifle/Shotgun
Arson	Sexual Battery	Disrespect/Insubordination
Battery	Sexual Harassment	Misbehavior on the School Bus
Burglary	Sex Offenses	Cheating
Computer Trespass	Threat/Intimidation	Inappropriate Behavior
Disorderly Conduct	Tobacco	Inappropriate Touching
Drugs	Trespassing	Misuse of Cell Phone
Fighting	Vandalism	Skipping Activities/Leaving Campus
Larceny/Theft	Destruction	Taking Others' Property
Weapons-Other	Weapons-Knife	Weapons-Handgun
Motor Vehicle Theft	Kidnapping	Classroom Disruption/Talking
Bullying	Hitting/Pushing	Unexcused Absences/Tardies
Instigating a Fight	Dress Code Violation	Failure to Accept Discipline
Inciting, advising	Use of Profanity	Willful Persistent Violations of the Student Code of Conduct
		Falsifying, misrepresenting, or omitting, or erroneously reporting information re-garding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee towards a student (during school and off-school hours)

The following consequences for breaking rules listed in the Student Code of Conduct may include, but are not limited to:

Warning	Student Conference	Parent Contact
Parent conference	Silent lunch	Break Detention
Before/After School Detention	Supervised Clean-up	Loss of Privilege
In-School Suspension	Out-of-School Suspension	Class Removal
Expulsion	Bus Suspension	Alternative School
Court/Juvenile Referral	Other Discipline	

Authority of the Teacher – Policy JDF

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

Each teacher shall comply with the provisions of O.C.G.A. 20-02-0738, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn, where such behavior is in violation of the Student Code of Conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send a copy of the report to the parent(s). Parents may contact the related administrator by calling the school.

Bullying – Georgia Code 20-2-751.4

Bullying

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

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

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.

Bus Conduct – Policy JCDAD

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

Child Abuse or Neglect - Policy JGI

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

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

“Abused” means subjected to child abuse.

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

“Child abuse” means:

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

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

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

An oral report shall be made immediately by telephone or otherwise, and followed by a report in writing to the Department of Family and Children’s Services.

Such reports shall contain the names and addresses of the child and parents or caretakers, if known, the child’s age, the nature and extent of the child’s injuries (including any evidence of previous injuries), and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the person(s) who caused them.

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

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

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

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

Georgia Weapons Law – Policy JCDAE

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law. No person shall carry, possess, or have under his/her control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school-sponsored function or activity, in any school vehicle or bus, or in a private vehicle parked on school property or on other public or private property in proximity to school property while attending school or a school-sponsored or school-related function. A school safety zone is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school, or the Board of Education and used for elementary or secondary education. Any person violating this statute will be reported to the appropriate authorities for prosecution. (For additional information relative to the definition of “weapon,” refer to Jefferson City Schools’ Policy JCDAE.)

Weapons

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment.

Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction. Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

Reporting Requirements

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney. The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons. Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

Terroristic Threats and Acts; Penalties O.C.G.A. 16-11-37

A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance, as such term is defined in code section 12-8-92, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of a public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience. No person shall be convicted under this subsection on the uncorroborated testimony of the party to whom the threat is communicated.

A person convicted of the offense of a terroristic threat shall be punished by a fine of not more than \$1000.00 or by imprisonment for not less than one nor more than five years, or both. A person convicted of the offense of a terroristic act shall be punished by a fine of not more than \$5000.00 or by imprisonment for not less than one nor more than ten years, or both; provided, however, that if any person suffers a serious physical injury as a direct result of an act giving rise to a conviction under this code section, the person so convicted shall be punished by a fine of not more than \$250,000.00 or imprisonment for not less than five nor more than forty years, or both.

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

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

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

Probationary Status – Policy JDC

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

Sexual Harassment – Policy JCAC

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

Definition of Sexual Harassment: Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by any student constitutes sexual harassment.

Sexual harassment, as defined above, may include but is not limited to the following:

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

Students alleging sexual harassment may complain directly to a principal, assistant principal, teacher, or guidance counselor. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status as a student in the Jefferson City School System. For more information about Sexual Harassment please refer to Jefferson City Schools' Policy JCAC.

Seclusion and Restraint – Policy JGF (2)

The Board of Education share require that all schools and programs within the district comply with the 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 is not intended to interfere with the duties of law enforcement or emergency medical personnel. For more information about Seclusion and Restraint, please see Jefferson City Schools' Policy JGF (2).

Student Alcohol and Drug Use – Policies JCDAB and JCDAC

In accordance with Georgia Law, it shall be illegal to possess alcohol at any Jefferson City School. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, anabolic steroids, alcoholic beverage, or intoxicant of any kind: 1) on the school grounds during, immediately before, or immediately after school hours; 2) on the school grounds at any other time when the school is being used by any school group; 3) off the school grounds at a school activity, function, or event; or 4) en route to and from school.

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

Suicide Prevention – Policy JGJA

The Board of Education shall provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education.

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

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

Service After (or Before) School (SAS)

Students who are assigned SAS will be required to stay after school for forty minutes from 3:35-4:15. Service Before School may also be assigned from 7:30am-8:15am. SAS may be held on any day assigned by a teacher and/or administrator. Offenses that warrant SAS include, but are not limited to, being in unauthorized areas/skipping class, continuous interruption that interferes with classroom instruction, disrespect to others, repeatedly coming to class late or unprepared, minor altercations between students (verbal/physical), and/or any behavior deemed inappropriate by the classroom teacher.

Students will receive a "Notice of Service After School" (SAS) either in the form of a phone call to the parent, an email to the parent or a written form that must be returned before the student can serve the SAS consequence.

If a student is assigned SAS, he/she is required to adhere to the following guidelines:

- 1) Students must bring study materials in order to remain occupied during the entire time. Students will not be allowed to sit idle for forty minutes.
- 2) Students assigned to SAS are prohibited from talking, sleeping, eating, chewing gum, or any type of behavior not acceptable in a normal classroom situation.
- 3) Parents must pick students up promptly after SAS at 4:15.
- 4) Students assigned SAS may be required to participate in work detail (cleaning dry erase boards, picking up garbage, emptying trash cans, etc.)

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: 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 grade 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.

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

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official as a disciplinary measure. Detention may require the student's attendance before or after school. If so, students are given one day's warning so that the parent(s)/legal guardian(s) 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.

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

Drug: The term "drug" does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product 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 substances, or article(s) 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.

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, competitive events, and/or activities sponsored by the school or its employees.

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

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

Weapons: The term “weapon” is defined 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, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as nunchaku or fighting chain, throwing star or oriental dart, or any weapon of like kind.

GUIDELINES FOR STUDENT DRESS

Dress Code – Policy JCBD

Each school principal shall be authorized to establish reasonable dress and grooming standards for students who attend the school to which they are assigned. Such standards shall be based upon legally acceptable standards as determined by case law.

Students at JMS are expected to be appropriately dressed for school. Any clothing that distracts/disrupts the learning environment or educational process, or is offensive to others is considered to be inappropriate for school.

Examples of inappropriate dress at Jefferson Middle School include, but are not limited to, the following items:

- a. Any attire that promotes inappropriate messages, statements, advertisements, pictures (e.g. alcohol, drugs, sexually suggestive, violence, profanity, gang affiliation, any substance illegal to a minor, or that is offensive);
- b. Students may not wear clothing with holes of any kind, regardless if there is another item worn underneath the hole.
- c. Shorts / skirts / dresses (including slits and splits) that are more than four (4) inches above the front or back of the knee. Having clothing underneath the short, skirt or dress does not remove the four (4) inch rule.
- d. Any clothing that is excessively tight, for example: leggings, spandex pants, yoga pants, etc. must be worn with a top that is longer than the seat of the pants.
- e. Shirts without sleeves are not acceptable. Tops or blouses that expose any part of the midriff or back, chest area, or shoulders are unacceptable.
- f. Students must have undergarments covered. Attire that is revealing, transparent, or that shows undergarments is inappropriate.

- g. Head coverings, including hats, caps, bandannas, do-rags, combs, picks, gloves, and sunglasses or costumes of any kind are not appropriate for a regular school day.
- h. Sleepwear or swimwear of any kind is inappropriate for school.
- i. Shoes with attached wheels, bedroom-type slippers, or cleats cannot be worn inside of the school building.
- j. Attire with writing across the seat is not appropriate for school.

Jefferson Middle School administration reserves the right to determine whether a student's attire is within the limits and guidelines of the dress code. Adherence to the guidelines of student dress is required at all school sponsored functions, excluding sports. The administration may approve certain items of dress for specific activities and/or occasions. Any adjustment to the dress code will be determined at the discretion of the administration.

Students who are scheduled for Health/Physical Education will be required to wear the JMS Physical Education uniform. These uniforms can be purchased at the beginning of the school year and throughout the school year from the P.E. coach.

Any violation of the dress code may result in the student changing into appropriate attire from items in the JMS Clothing Closet or having other clothing brought from home. If a student consistently violates the JMS dress code then a referral to ISS may occur.

STUDENT SERVICES

Cafeteria

The cafeteria is provided as a service for students and staff members. Monthly menus are posted on the Jefferson Middle School website: www.jeffcityschools.org. It is permissible for students to bring lunches from home. However, lunches brought into the cafeteria from outside restaurants must be placed in generic containers that do not identify specific restaurants.

Students will be allowed to have water with them throughout the day. Carbonated drinks, drinks identifying specific restaurants or Energy drinks will not be allowed.

Beginning 2015-2016, the USDA has implemented new food guidelines for all food given or sold to students during the school day. You may learn more about these guidelines on our webpage.

Breakfast is served each morning in the cafeteria. Students must be in line no later than 7:45 A.M. to ensure adequate time to eat and report to class by 8:20 A.M. Please plan accordingly.

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

Lunch Prices

Breakfast	Cost per day	Cost per week
Full-pay	\$1.40	\$7.00
Reduced	\$0.30	\$1.50
Lunch	Cost per day	Cost per week
Full-pay	\$2.40	\$12.00
Reduced	\$0.40	\$2.00

Adult Prices: Breakfast = \$1.75; Lunch = \$3.00

All students will go to and remain in the cafeteria until the end of their respective lunch period. Grade-level teachers will be present in the cafeteria each day to help monitor students. The following rules will be enforced 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 be 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.
4. All food and litter should be disposed of properly.
5. Throwing food or other items in the cafeteria is not permitted.
6. Students may not leave the cafeteria without the permission of a staff member during the lunch period.

Please note: In an emergency situation, students will be permitted to charge up to three meals. Once students accumulate three charges, parents will be notified of the beginning date, students will be provided with a meal that meets minimal nutritional requirements. When the account is satisfied, full meals will resume. Lunch payments can be made via cash, check, or online payment.

Guidance/Counseling

A school counselor will be available to assist students, faculty, and parents. The counselor is able to provide information and guidance for educational and career planning, immediate and potential personal problems, and information concerning drug and alcohol rehabilitation and counseling.

Though students are welcome and urged to use the counselors' services, they must have written permission to go to the counseling office during the school day.

If the counselor is not available at the time the student has written permission to be in the counseling office, the student must sign the log on the door of the counselor indicating that he/she would like to be seen by the counselor as soon as possible.

Library Media Center

The JMS Library Media Center has a variety of resources available to students and faculty. There is a wide selection of books, which include fiction, non-fiction, and reference books. General Rules:

1. Books are checked out for a two-week period, and they may be renewed unless others request the book for a specific school project.
2. Lost books must be paid to replace at replacement cost.
3. Computer ethics must be practiced at all times, or the student's privileges for computer use will be denied.
4. Students must have a purpose to come to the media center and have written permission from their teacher.
5. As long as behavior is appropriate, everyone is welcome in the media center.
6. Research requiring Internet access must follow Board-established guidelines. These guidelines and permission forms may be picked up at the media center. This information is required prior to accessing the Internet.

CLUBS AND ORGANIZATIONS

Student Clubs and Organizations

According to Georgia Law, Code Section 20-02-0705, a parent(s)/legal guardian(s) may decline permission for his/her child to participate in a club or organization. If a parent(s)/legal guardian(s) wishes to exercise this right, he/she must complete the "Club/Organization Non-Participation" form located on the last page of the Student Agenda and return to the principal at the beginning of the school year.

SCHOOL CEREMONIES AND OBSERVANCES

Morning Video Announcements

Representatives of the student body will participate in video announcements each morning. This media vehicle provides individuals with the opportunity to engage in the pledge of allegiance to the flag as well as a moment of silence.

Pledge of Allegiance to the Flag – Policy IKD

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

Moment of Silence – 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 in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

HEALTH AND SAFETY

Emergency Closings – Policy AFC

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

- | | |
|------------------------|-----------------------------|
| <u>Radio Stations:</u> | <u>Television Stations:</u> |
| STAR Atlanta 94 FM | WSB Channel 2ABC |
| WNGA Athens 106.1 FM | WXIA 11 Alive NBC |
| WJJC Commerce 1270 AM | WAGA Channel 5 FOX |
| WRFC Athens 960 AM | WNEG Channel 32 (Toccoa) |
| WSB Atlanta 750 AM | WGCL Channel 46 (CBS) |

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

Emergency Procedures

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

Emergency Drills – Policy JGFA

Emergency drills are held once a month. Severe weather drills are conducted at least annually. Other emergency drills are conducted periodically during the year. Teachers instruct the students regarding appropriate procedures. These instructions are posted in each classroom.

Health Provisions – Policy JGC

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

Medicines – Policy JGCD

Medication

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

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

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

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

Solicitation by Students – Policy JKB

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

Please note: Students should not participate in door-to-door sales. Instead, parents should support students in selling to family members, friends, and colleagues. For more information please refer to Jefferson City Schools' Policy JKB.

Visitors – House Bill 161

Jefferson Middle School parents are always welcome at the school. Our only request is that all visitors sign in and out through the front office upon entry and exit as per House Bill 161. This bill provides that persons entering a school building between the hours of 8:00 a.m. and 4:00 p.m. who are not students or employees of the school must check in at the office and provide a reason for his/her presence in the building. Failure to check in and obtain a visitor's pass may result in a misdemeanor of a high and aggravated nature and charges being filed.

Students from other schools are not allowed to come to school for the purpose of visiting with our students or participate in school activities such as dances, etc.

Bus Conduct - Policy JCDAD

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

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

It is the responsibility of the bus driver to deliver students to the designated address. Thereafter, it remains the responsibility of the parent(s)/guardian(s) to provide the necessary supervision upon student drop off.

Any changes in bus transportation must be accompanied by written parent permission. This notification must be signed by the principal before a student is allowed on a different bus.

Student Accident Insurance – Policy JGA

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

Student Accidents – Policy JGFG

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

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

Student Organizations – Policy JHC

In accordance with Georgia law, no person may haze any student in connection with, or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. School organization means any club or other organization that has students as its principle 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.

PARENTAL INVOLVEMENT

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. Please contact the middle school office to obtain information on volunteer opportunities at JMS. Examples of parent involvement opportunities are listed below:

Family Opportunities:

Athletic Events
Band and Chorus Concerts
Fall and Spring Book Fairs
Curriculum Exhibitions
Rising 6th Grade Night
Rising 8th Grade Parent Advisement
Winter Conferences

Communication:

JMS Website
Infinite Campus Access
Monday Emails
Progress Reports (4 ½ weeks)
Report Cards (9 weeks)

Parent Support Opportunities:

Classroom Volunteer
Facilitation with School Store
Field Trip Chaperone
Lindsey’s Legacy Volunteer
School Beautification and Safety Projects
School Committee Work
Testing Proctor

School Related Meetings:

Monthly Board Meetings
School Council Meetings

For more information regarding parental involvement in education, refer to Jefferson City Schools’ Policy LEBA.

USE OF ELECTRONIC DEVICES

Use of Electronic Devices by Students

Jefferson Middle School adheres to the system policies for the use of electronic devices, internet usage, and BYOT (bring your own technology initiative).

Information to address BYOT at JMS and appropriate usage will be sent home with your child at the beginning of the school year.

Jefferson Middle School will not be held responsible for any electronic devices (iPods, cell phones, etc.) lost or stolen at school. Students bring electronic devices to JMS at their own risk.

STUDENT INFORMATION

Field Trips and Excursions - 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/guardians 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.

Home Study - Policy JBC2

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

1. Parent or guardian files a declaration of intent to operate a home study program and the name(s) of the student(s) enrolled.
2. Parents or guardians may teach only their own children or employ a tutor to teach such children.
3. Program should provide a basic academic program of 178 days of instruction including, but not limited to reading, language arts, mathematics, social studies, and science.
4. Monthly attendance reports are submitted to the system's Associate Superintendent.
5. Students take an appropriate nationally standardized test to evaluate their educational progress at least every three years beginning at the end of the third grade. These records must be retained in the home.
6. The instructor writes an annual assessment of each student's academic progress and retains the reports in the home least three years.

Any student in a home study program must adhere to the compulsory attendance law.

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

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

Lost and Found

If a student loses an article, he/she should check the lost and found bins located on each hall.

Student Discrimination – Policy JCE (1)

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology 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. Jefferson City Schools' Title IX contact is Mr. Tim Corbett.

Student Fees, Fines, and Charges – Policy JS

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

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

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

Complaints and Grievances – Policy JCE

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

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

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

Level One -- The student shall discuss the grievance with his/her teacher. Such grievance shall be so lodged within 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 principal. The assistant principal or principal shall respond within five school days.

Level Three -- If the grievance is still not resolved within five school days after receiving the decision of the assistant principal or principal, the student may submit the grievance in writing to the Superintendent. The Superintendent shall respond within five school days.

Level Four -- If the grievance is still not resolved within ten school days after receiving the decision of the Superintendent, the student may submit the grievance in writing to the Board of Education. The Board of Education shall respond to the grievance within five school days. The decision of the Board of Education shall be final.

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 principal's office. It must be fully completed, signed by the student and the employer, and returned to the principal's office before the student is employed.

Student Hearing Procedure – Policy JCEB

Disciplinary hearing officers are appointed by the Jefferson City Board of Education to hear disciplinary matters. The tribunal consists of two administrators and a teacher employed by the Jefferson City Board of Education. No member of the hearing tribunal will be a member of the staff at the school which the student attends.

The Superintendent will convene a hearing tribunal in the following cases:

- Where a student has committed an alleged assault or battery upon a teacher, other school official, or employee;
- Where a student has committed an alleged assault or battery upon another student, and the school principal determines that expulsion or long-term suspension may be the appropriate punishment;
- Where a student has intentionally caused substantial damage while on school premises to personal property belonging to a teacher, other school official, employee, or student, and the school principal determines that expulsion or long-term suspension may be the appropriate punishment; and
- Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination which the student's principal determines should be punished by long-term suspension or expulsion.

Prior to the hearing, a letter from the superintendent will be sent by certified mail to the student and his/her parent(s)/legal guardian(s). The letter will include the following:

- A statement of the time, place, and nature of the hearing;
- A description of the student's acts;
- The names of any witnesses who may be called to testify at the hearing, and
- A statement setting forth the right of the student to present evidence, cross-examine witnesses, and be represented by legal counsel.

The hearing tribunal will make a decision finding whether the student committed the offense and, if so, the appropriate punishment. The hearing tribunal will render a decision in writing within ten (10) days of the close of the record and will furnish a copy of the decision to the student, his/her parent(s)/legal guardian(s), the principal, and the Superintendent. The decision of the hearing tribunal is final and constitutes the decision of the Board of Education unless either party should appeal the decision to the Board of Education.

A student or a student's representative may appeal any decision by the disciplinary hearing officer by submitting a written notice of appeal to the superintendent within 20 days from the date the decision is made.

The Board of Education will review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal, and the notice of appeal and will render its decision in writing within ten (10) days from the date it receives the notice of appeal. The decision of the Board of Education will be based solely on the record. The Board may find the facts to be different than those found by the hearing tribunal, and the Board may change the punishment. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.

Any student subject to a disciplinary hearing who withdraws from the Jefferson City School System prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the Jefferson City School System in the event the student ever seeks to return to the system. Alternatively, the school district may, at its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

Use of the Copy Machine

Students are not to use the copy machines in the office or teacher planning room for their personal needs. A copier is available in the Media Center for student use at a nominal charge.

Use of the Telephone

Students will not be called from class to the phone unless it is an emergency. Students will only be allowed to use the phone in the middle school office if they are sick or in instances where school sporting events have been cancelled or altered. The student's teacher must give written permission for the student to be able to use the office telephone.

Student Deliveries

Instructional time during class is essential to students' academic success. Every effort will be made to protect this time. Delivery of items not related to a student's instructional day will not occur at JMS. This includes, but is not limited to birthdays and Valentine's Day.

INTERNET USE POLICY

Internet Use – Policy IFBG

Internet Safety

It is the belief of the Jefferson City School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system. It shall be the policy of the Jefferson City Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, or the superintendent's designee, which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response as required by the Children's Internet Protection Act.
 - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and from accessing inappropriate materials or from sending or receiving objectionable communications.
 - e. Restrict minors access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

The system's technology resources are provided for educational purposes that support the curriculum and the mission of Jefferson City Schools. Use of computers and network resources for any reason other than this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the system's BYOT (Bring Your Own Technology) Agreement and the system's acceptable use guidelines. Jefferson City School System reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Jefferson City Schools BYOT Agreement or acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

It must be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is a valuable tool for educational research, there are sections that are not commensurate with the community, school, or family standards. Jefferson City Schools will provide an Internet filter system, which restricts access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Jefferson City Schools BYOT Agreement or acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.



ISSUED: June 13, 2002

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 (20U.S.C. 1232g), you have a right to:

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
4. File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the Jefferson City Schools Board of Education to comply with the requirements of the Act or the regulations promulgated there under.
5. Obtain a copy of the policy which the Jefferson City Schools Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the Principal.

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/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, and (F) Awards and honors received during time enrolled in Jefferson City Schools. Unless a parent/guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal in writing.

**Jefferson Middle School
2016-2017 Student/Parent Handbook Acceptance**

Student's Name: _____ Grade: _____

Your signature below indicates that you have read, understand, and accept the policies and procedures, including the Parents' Right to Know information found on page 10, as outlined in this handbook. All procedures are in compliance with Jefferson City Schools' policies.

Student Signature: _____

Parent Signature: _____ Date: _____

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

According to Georgia Law, Code Section 20-02-0705, a parent(s)/ legal guardian(s) may decline permission for his/her child to participate in a club or organization. If a parent(s)/legal guardian(s) wishes to exercise this right, he/she must complete and return this form to the Principal at the beginning of the school year.

Student Name: _____

Club/Organization: _____

I do not want my child to participate in the above club(s)/organization(s) at Jefferson Middle School during the 2016-2017 school year.

Parent's Signature: _____ Date: _____

**Jefferson Middle School
Attendance Acceptance**

I understand and accept the information related to attendance documented in this handbook:

Student Name: _____

Parent's Signature: _____ Date: _____

Jefferson Middle School
Right of Refusal
ISSUED: June 13, 2002
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 (20U.S.C. 1232g), you have a right to:

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
4. File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the Jefferson City Schools Board of Education to comply with the requirements of the Act or the regulations promulgated there under.
5. Obtain a copy of the policy which the Jefferson City Schools Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the principal.

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/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, and (F) Awards and honors received during time enrolled in Jefferson City Schools. Unless a parent/guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must notify the Principal in writing.

From time to time students may be photographed, videotaped, or interviewed by the news media or school personnel during school or at a school activity or event. As a parent or guardian, if you object to your student being photographed, videotaped, or interviewed you must present your request to the Principal in writing upon enrollment for the 2013-2014 school year.

The following information is considered as directory information: (A) Student's name, address, and telephone numbers, (B) Student's date and place of birth, (C) Student's participation in official school clubs and sports, (D) Weight and height of a student if he or she is a member of an athletic team, (E) Daily attendance in Jefferson City Schools, and (F) Awards received during time enrolled in Jefferson City School. Unless a parent or guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must present your request in writing to the Principal upon enrollment for the 2014-2015 school year. Please indicate below if you do or do not want your child's name released.

Student Name: _____ Grade: _____
Parent Signature: _____ Date: _____

- Yes, JMS is allowed to use my child's name publicly under the conditions listed above.
 No, JMS is not allowed to use my child's name publicly under the conditions listed above.
(Please sign and return to your child's homeroom teacher.)

	Classroom	Hallway	Bus/Trips	Cafeteria	Bathroom	Break
Respect	Raise Hand	Quiet mouths	Inside voices	Inside voices	Inside voices	Share equipment
	Listening	Walk-Don't run	Hands to yourself	Wait your turn	Wait your turn	
		Hands to yourself	Share seats	Follow directions	Take care of the facilities	
Ownership	Participate	Accept consequences	Follow driver instructions	Clean up your area	Clean up any mess	Follow teacher rules
	Accept Consequences	Keep halls free of trash	Follow bus rules		Flush the toilet	Keep grounds free of trash
	Do your best work					
Attitude	Use kind words	Be helpful	Use appropriate language	Use appropriate language	Use appropriate language	Include others
	Be helpful	Positivity	Help others	Positivity	Positivity	Be a good sport
	Work together		Positivity			Use appropriate language
	Positivity					Positivity
Responsibility	Ask permission	Turn in found items	Report problems	Remain at your assigned table	Return promptly	Report problems
	Be honest	Be on time	Support safety for all	Report problems	Report problems	Remember the BYOT Policy
	Make smart choices		Remember the BYOT Policy	Remember the BYOT Policy		
	Use/return materials					