

2010 – 2011

Jefferson High School

Student Planner

Property of: _____

Address: _____

Phone #: _____

Principal: Dr. Kevin Smith

Assistant Principal: Mr. Tom Parker

Counselors: Ms. Heather Thompson

Mr. Jim Synan

Athletic Director: Mr. Tim Corbett

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TABLE OF CONTENTS

Principal's Message	3	Guidance/Counseling	35
School Communication	3	Curriculum Policy	36
Jefferson High Honor Code	4	Highly Qualified Staff	36
Jefferson High Mission	4	EOCT Tests	36
Student In Good Standing	4	Homebound Instruction	37
Administrative Staff	5	Field Trips	38
Board of Education / Goals	5	Graduation	
School Calendar	6	Requirements	38
Bell Schedule	6	Georgia Scholar	38
Faculty / Staff	7	Incentive Program	39
Where To Go Assistance	9	Transcripts	40
Clubs and Organizations	10	Schedule Changes	40
Athletics / Coaching Staff	11	Entrance Exams	40
Attendance Procedures	12	Grading Scale	41
Checking In /Out	15,16	Grading Policy	41
Tardy Policy	15	Promotion Policy	41
Final Exam Exemption	17	Honor Graduates	42
Cafeteria Breakfast / Lunch	17	Parent Advisement	42
Code of Conduct	18	Student Withdrawal	42
Student Searches	19	Internet Use Policy	43
Level 1 Offenses	21	Title IX Policy	45
Level 2 Offenses	21	FERPA	46
Level 3 Offenses	22	Sexual Harassment	47
Level 4 Offenses	23	Certificate Attendance	48
Probationary Status	26	Drivers License Revoked	48
Georgia Weapons Law	27	Extracurricular	
Cell Phones / iPods	27	Activity Eligibility	48
Academic Integrity	28	Special Ceremonies	49
Dress Code	28	Jefferson Foundation	50
Medicine Policy	29	Definition of Terms	50
School Buses	31	Bullying	50
School Closing	31	Disciplinary Tribunal	51
Parking Policy	31	Fireworks	51
Visitors	32	ISS	51
Safety Drills	33	OSS	51
Lost and Found	33	Weapons	52
Student Grievance Procedure	33	Club / Organization	
Media Center	34	Participation Form	53

LETTER FROM THE PRINCIPAL

Dear Parent and Student:

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

Dr. Kevin Smith

COMMUNICATION WITH SCHOOL

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

JEFFERSON HONOR CODE

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

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

Motto: “Exposure To Excellence Promotes Excellence”
Colors: Red, Royal Blue, and White
Mascot: Dragons

Alma Mater

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

STUDENT IN GOOD STANDING

Certain privileges are extended to “students in good standing”, including parking permit eligibility, class or team officer or leadership position (ex: team captain, club officer), incentive card attainment, and test exemption status. A student shall be

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

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

JEFFERSON HIGH SCHOOL ADMINISTRATION

Principal Dr. Kevin Smith
Assistant Principal..... Tom Parker
Athletic Director.....Tim Corbett
Guidance Counselor.....Heather Thompson
Guidance CounselorJim Synan
Media Specialist Marcia Bryan
Secretary.....Raye Jackson
Bookkeeper Elizabeth Leigh
Attendance Secretary..... Donna Shaw
RegistrarJoy Hancock

JEFFERSON CITY SCHOOLS ADMINISTRATIVE STAFF

Superintendent..... Dr. John Jackson
Assistant SuperintendentDr. Donna McMullan
Special Education Director..... Dr. Angela Vinson
Secondary Curriculum DirectorDr. April Howard
System Bookkeeper..... Kim Navas
Accounts Payable Clerk Susie Roberts
Superintendent's SecretaryCarol Aaron
Secretary.....Leigh Marlowe
Secretary.....Susie Bryan
Technology Specialist Jason Downs
Food Service Manager..... Sue Hamm

BOARD OF EDUCATION

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

JEFFERSON CITY SCHOOLS PERFORMANCE GOALS

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

2010-2011 CALENDAR

Pre-Planning	Mon-Fri	July 26 - 30
First Day of School	Monday	August 2
Labor Day	Monday	September 6
Fall Break	Mon-Fri	October 4 - 8
Thanksgiving Holidays	Wed-Fri	Nov 24 - 26
Winter Holidays Begin	Friday	Dec 17
Teacher In-Service	Monday	Jan 3
Begin 2 nd Semester	Tuesday	Jan 4
MLK Holiday	Mon	Jan 17
Mid Winter Break	Wed-Fri	Feb 16 - 18
Teacher In-Service	Friday	April 1
Spring Holidays	Mon-Fri	April 4 - 8
Last Day of School/Graduation	Friday	May 20
Post Planning for Teachers	Mon-Wed	May 23 - 25

JEFFERSON HIGH SCHOOL BELL SCHEDULES

Regular Schedule

Warning Bell	7:40
1 st Period	7:50 - 9:25
Video Announcements	9:20 - 9:25
2 nd Period	9:30 - 11:00
3 rd Period	11:05 - 1:20
4 th Period	1:25 - 2:55
Tutoring Mon / Wed	2:55 - 3:25
1 st Lunch	11:00 - 11:50

'Pride' Period	11:25 – 11:50
2 nd Lunch	12:30 - 1:20
'Pride' Period	12:55- 1:20

Activity Schedule

Warning Bell	7:40
1 st Period	7:50 - 9:20
2 nd Period	9:25 - 10: 45
3 rd Period	10:50 - 12:55
4 th Period	1:00 - 2:20
Activity Period	2:25 - 2:55
Tutoring Mon / Wed	2:55 - 3:25
1 st Lunch	10:45 - 11:35
'Pride' Period	11:10 -11:35
2 nd Lunch	12:05 - 12:55
'Pride' Period	12:30-12:55

Odyssey for Success Schedule

Warning Bell	7:40
1 st Period	7:50 - 9:20
Odyssey	9:25 - 10:00
2 nd Period	10:05 - 11:25
3 rd Period	11:30 - 1:30
4 th Period	1:35 - 2:55
Tutoring: Mon / Wed	2:55 - 3:25
1 st Lunch	11:25 - 12:15
'Pride' Period	11:50 – 12:15
2 nd Lunch	12:40 – 1: 30
'Pride' Period	1:05 – 1:30

Half Day Exam Schedule

Warning Bell	7:40
1 st Exam of the Day	7:50 - 9: 35
Break	9:45 - 9:50
2 nd Exam of the Day	9:50 - 11:35
Dismissal	11:35

All students must leave campus by 3:30 unless accompanied by a sponsor, coach, teacher or administrator.

JHS INSTRUCTIONAL STAFF

Language Arts

Ms. Christina Healan*
 Ms. Raygan Moak
 Ms. Jennifer Marlar
 Ms. Janet Schwartz

Special Services

Mr. Chuck Cook

Driver Education

Mr. Michael Paul

Mr. Keith Wilson
Ms. Casey Nissenbaum
Ms. Melissa Mullis

Foreign Language

Ms. Lane Guzman*
Ms. Ana Diaz

ROTC

Maj. Bryan Watson*
CMSgt. Budell Willis

Math

Ms. Michelle Monroe*
Mr. Brian Rodgers
Ms. Cindy Whitfield
Mr. Steve Messig
Ms. Joanne Songer
Mr. James Pinion

Health Occupations

Ms. Jackie Johnson

Science

Ms. Jody Porter*
Mr. Jacob Marble
Ms. Hope Meredith
Ms. Samantha Chang
Mr. John Bell
Mr. Nate Webster

Physical Education

Mr. Bolling DuBose*
Mr. Tommy Knight
Mr. Doug Thurmond
Mr. Ben Hall

Attendance

Mr. Thomas McFerrin

Alternative School/ISS

Mr. Jason Gibson

Career and Technology

Ms. Melanie White*
Ms. Angela Bolen
Mr. David Calloway
Mr. Ken Bray

Fine Arts

Mr. Jim Bryan (Art)
Mr. Kris Plummer
Ms. Lindsey Patten
Mr. Roger Bright
(Drama)

Social Studies

Ms. Jean Evans*
Mr. Bob Pittard
Mr. Sanford Freeman
Ms. Anita Hayes
Mr. Bob Gurley
Mr. Allen Thompson
Mr. Al McLeod

Para Professionals

Ms. Teresa Perry
Ms. Amber Sparks
Ms. Kim Rainey
Ms. Marsha Crowe
Mr. David Fouche
Ms. Sherri Baldwin
Ms. Rebecca Rodgers

Where To Go For Assistance

Absence/Attendance.....	Attendance Office
Accidents.....	Main Office
Activity/Scheduling Approval.....	Main Office
Announcements.....	Main Office
Apprenticeship.....	Counselor
Athletic Eligibility.....	Athletic Director
Audiovisual Aides.....	Library
Breakfast/Lunch Program.....	Food Service Manager
Career Information.....	Counselor
Change of Address.....	Main Office
Check In/Out.....	Attendance Office
College Scholarship.....	Counselor or Web Site
Counseling (Individual or Group).....	Counselor
Custodial Assistance.....	Main Office
Finance/Fees/Fines.....	Bookkeeping
Grade Card Changes/Lost.....	Registrar
Illness.....	Attendance Office
Locating Student.....	Attendance Office
Lockers.....	Assistant Principal
Lost and Found.....	Main Office
Odyssey For Success (Advisement).....	Counselor
Parent Portal.....	Media Specialist
Parking Permits.....	Assistant Principal
Permission to Leave School.....	Attendance Office
Pre-Arranged Absences.....	Attendance Office
Requisition/Purchase.....	Bookkeeping
Facility Reservation.....	Bookkeeping
Schedule Changes.....	Counselor
School Insurance.....	Main Office
School Supplies.....	School Store
Special Education Issues.....	Special Ed Coordinator
Testing Information.....	Testing Coordinator / Counselor
Transcript.....	Registrar
Visitors.....	Main Office
Withdrawal from School.....	Registrar

CLUBS AND ORGANIZATIONS

Club	Purpose	Sponsor
Student Council	Student Leadership / Homecoming	Raygan Moak
FFA	Agriculture Shows / Contests	David Calloway / Ken Bray
Y-Club	Student Initiated Christian Service	ChristinaHealan
Chorus	Vocal Performance	Lindsey Patten
FCA	Student Initiated Christian Fellowship	Chuck Cook / Tom Knight
Band	Instrumental Performance	Kris Plummer
BETA	Academic Honors	Marcia Bryan
Spanish	Foreign Language Culture	Lane Guzman / Anna Diaz
FFA (Show Team)	Animal Shows / Contests	David Calloway/ Ken Bray
Drama	Theatre Performance	Roger Bright
One Act Play	Theatre Competition	Roger Bright
Academic Bowl	Academic Competition	SanfordFreeman/ Brian Rodgers
Literary Meet	Academic Competition	Janet Schwartz
History	Academic Competition	Allen Thompson
Yearbook	Student Publication	Angela Bolen
Total Person Program	Cultural Experiences	Chuck Cook/ Hope Meredith/ Wendy Buffington
Newspaper	Student Publication	Al McLeod
FBLA	Business Leadership	Melanie White
Photography	Picture Production	Al McLeod
Interact	Community Service	Keith Wilson

There will not be a scheduled club time. Sponsors are to have their organizations meet before or after school. Meetings before school must end at 7:40 a.m. so to allow students enough time to get to their 1st period class. Meetings after school may not begin until 3:30 p.m. on tutoring days. According to Georgia Law, Code Section 20-02-0705, a parent or legal guardian may decline permission for his or her child to participate in a club or organization. If a parent wishes to exercise this right, they must complete the form provided at the end of this handbook and return to the Principal at the beginning of the school year.

JEFFERSON HIGH SCHOOL ATHLETICS

Sport

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

Varsity Football Cheerleading
Varsity Boys' Basketball
Varsity Boys' Basketball Asst.
J.V. Boys' Basketball
Varsity Girls' Basketball
Varsity Girls Basketball Asst.
J.V. Girls' Basketball
Varsity Basketball Cheerleading

Varsity Competitive Cheerleading
Varsity Wrestling
Wrestling Varsity Asst.
Varsity Baseball
Tennis (Girls)
Tennis (Boys)
J.V. Baseball
Varsity Boys' Track
Varsity Girls' Track
Golf
Cross Country (Girls)
Cross Country (Boys)
Girls' Volleyball
Varsity Soccer (Boys)
Varsity Soccer (Girls)

Coaches

Brad Puckett
Susie Roberts
Thomas McFerrin
Tom Parker, Ben Hall
Jason Conner, Nate Webster
Bob Gurley, Matt
Stephenson, Todd Samples,
Brandon Vinson, Chad
Cheatham
Elaine Murphy
Bolling DuBose
TBA
John Breedlove
Jason Gibson
TBA
Michelle Monroe
Brooke Vaughn, Chelsea
Potts
Kayla Stephenson
Doug Thurmond
Todd Samples
Tommy Knight
Michael Paul
Michael Paul
Josh Nabors
Tim Corbett
Chad Cheatham
Tom Parker
Katie Sellers
Allen Thompson
Michael Paul
Jacob Marble
TBA

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

Student Absences and Excuses

The Superintendent shall develop or cause to be developed rules relating to student absences and excuses, which are in accord with State Law and State Board of Education policy. **Absences for School Sponsored Non-Instructional Activities**

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

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

Absences Not Related to School Sponsored Activities

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

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

Upon returning the 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.

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

A student shall be considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five days of unexcused absences during the school year. **For the purpose of determining student truancy, days missed as a result of out-of-school suspension shall count as unexcused absences.**

When a student has accumulated five unexcused absences, the principal or his/her designee shall make two reasonable

attempts to notify the parent or guardian of the student. If the two attempts are unsuccessful, the school shall send written notice via certified mail with the return receipt requested.

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

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

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

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

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

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

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

Checking In To School: Upon arrival at school students are to leave their vehicles (prior to 7:40 am) and go to the cafeteria. Do not loiter in the parking lot. When a student arrives after the tardy bell rings to begin school, he/she must report to the Attendance Office and sign in to be admitted to class. Car trouble, over sleeping, or power failure (with a note from parent or guardian) will be excused only ONCE per semester. Classes missed because of checking in late will only be considered excused with a note for an excused reason.

BE WHERE YOU ARE SUPPOSED TO BE AT ALL TIMES!

Punctuality is essential to every student's present and future success. Excessive tardies are considered a discipline matter and will be dealt with in the following manner:

- **1st tardy per class per 18 week block:** One day lunch detention (written warning for 1st period only)
- **2nd tardy per class per 18 week block:** Two days of lunch detention
- **3rd tardy per class per 18 week block:** One hour of after school detention and one week parking suspension.
- **4th tardy per class per 18 week block:** Two hours of after school detention and two weeks parking suspension
- **5th tardy per class per 18 week block:** Assigned Saturday School or extended detention or ISS. Extended parking suspension.
- **6th tardy per class per 18 week block:** Assigned Saturday School or extended detention or ISS. Extended parking suspension.
- **Each additional tardy:** Will result in OSS (Out of School Suspension)

Checking out of School

Any student needing to leave campus during the school day must check out and sign out in the Attendance Office prior to leaving school. Contact with a parent/guardian will be required before a student is released. Students leaving without formally checking out are considered truant and in violation of the Code of Conduct.

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

Leaving Campus

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

6. Efforts should be made to schedule medical and dental appointments after school hours or on school holidays.

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

EXEMPTION POLICY: Examination Exemptions – Students in grades 9-12 will be allowed to exempt **ONE** semester exam of choice provided they meet the following criteria:

1. The student must have an ‘A’ (90-100) average and no more than two (2) absences during the 18 week block.
2. The student must have a “B” (80-89) average and no more than one absence during the semester.
3. The student cannot have an unexcused absence in the class. The student cannot have been disciplined through ISS, Saturday School, or OSS during the entire school year.
4. The student must have an A in conduct. Any student engaging in academic dishonesty (cheating, etc.) loses his/her exemption rights.
5. The student **MUST** obtain an exemption form from the attendance office and have the desired teacher’s approval. Teachers have the discretion in allowing exemptions within their course. No EOCT may be exempted.

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

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

JHS Lunch Prices

Reduced Breakfast	\$.30
Reduced Lunch	\$.40
Paid Breakfast	\$ 1.40
Paid Lunch	\$ 1.90
Adult Breakfast	\$ 1.75
Adult Lunch	\$ 2.75

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

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

CODE OF CONDUCT: The purpose of the Student Code of Conduct is to provide students an effective and safe learning environment. Included in this section are prohibited behaviors and consequences for violations.

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

The teachers shall manage his or her classroom, discipline students, and refer a student to the office for discipline. The administration shall have the authority, consistent with board policy, to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes the ability of such student's classmates to learn shall file a report of such behavior with the principal or designee.

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

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

INTERROGATIONS AND SEARCHES OF STUDENTS (POLICY JCAB)

Interrogations

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

Searches

The Jefferson City School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials.

Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which

insures that students are not arbitrarily stripped of personal privacy. The principals of each school in the Jefferson City School System, or his/her authorized representative, possesses the authority to conduct inspection of students' school lockers or articles carried upon their persons. Such searches shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, secreted noisemakers, water guns, contraband drugs, a handgun or other dangerous weapons. K-9 drug dogs will be brought on campus periodically during the school year for random searches of classrooms, student lockers, and student vehicles in parking lot.

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

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

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

PROGRESSIVE DISCIPLINE PROCEDURES: When it is necessary to impose discipline, school administrators and teachers will follow a **progressive and sequential discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history and other relevant factors. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily

- Major classroom disruption
- Use of inappropriate language / profanity
- Disrespect to staff (pending severity)
- Class cut / leaving campus or class without permission
- Willful destruction / vandalism of property (pending severity)
- Violation of the rules governing behavior in the halls, cafeteria, and classrooms (pending severity)
- The use of annoyances such as water pistols, water balloons, stink bombs, laser pointers, etc.
- Violation of JHS Honor Code / Academic Cheating
- Assembly misconduct
- Harassment and /or bullying (pending severity)
- Failure to serve teacher or administrative detention
- Use of cell phone or pagers during instructional day
- Possession or use of tobacco in any form *
- Plagiarism from reference sources, including the Internet
- Driving in an unsafe manner on campus / 2nd parking violation
- Wearing clothing that advocates or illustrates drug use
- Multiple Lunch Detentions (Total of 3)

Consequences for Level Two Infractions

First Offense: One Day Lunch Detention or ISS

Second Offense: Two Days Lunch Detention or ISS

Third Offense: ISS / Saturday School / Alternative School

**After second tobacco offense, student and guardian shall attend a tobacco cessation class.*

Level Three Infractions

- Fourth violation of level two infraction
- Deliberate refusal to obey a staff member / administrator
- Disrespect to staff (pending severity)
- Fighting and / or physically or verbally abusing a student including provoking or inciting a fight
- Possession of fireworks, or any pyrotechnic device, laser pointers directed at eyes of other students
- Forgery / falsification of parental permission, school records, or discipline notices – Giving false information to school officials

- Willful destruction / vandalism of school property (pending severity)
- Activating / tampering with fire alarms or making bomb threat
- Gross immorality (pending severity)
- Theft (pending severity)
- Harassment and / or bullying (pending severity)
- Conditions in which the presence of the student is detrimental to the best interest of the educational process
- Misbehavior in ISS or Alternative School
- Willful and persistent violation of student code of conduct
- Inciting, advising, or counseling others to engage in prohibited acts
- Safety violation on school bus that results in injury
- Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student 20-2-751.5 (applies off school hours as well)

Consequences for Level Three Infractions

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

Level Four Infractions

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

Consequences for Level Four Infractions

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

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

(Policy ICEB)

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

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

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

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities, which occur outside normal school hours or off the school campus at the discretion of administrators. Appropriate behavior at all school sponsored events and activities is expected. Disciplinary consequences are extended to on campus

activities as well as all school sponsored events and school buses. Students who are assigned ISS will not be permitted to participate in extracurricular activities including practices during the day of the

ISS assignment. Students who are assigned OSS will not be permitted on campus for any reason during the duration of the suspension. This includes after school activities and athletic practices and events. Level three and four infractions may result in charges in the appropriate court. All students who qualify under IDEA will be disciplined on a case by case basis. All consequences are in accordance with Jefferson City School Board Policy.

STUDENT SUPPORT / RTI PROCESSES: The Jefferson City Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral and academic problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans.

PARENTAL INVOLVEMENT (POLICY LEBA): Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success. The board will:

- Involve parents in the development the Title 1 plan, the process for school review of the plan and the process for improvement;
- provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent
- involvement activities to improve student academic achievement and school performance
- build the schools and parents capacity for strong parental involvement;
- coordinate and integrate parental involvement strategies under Title 1 with other programs, including those listed under 20 U.S.C. 6318 (a)(2)(D).
- conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served

including identifying barriers to greater participation by parents in Title 1 activities (with particular attention to low income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and

- involve parents in Title 1 activities

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

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

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

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

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

STUDENT ORGANIZATIONS (POLICY JHC): In accordance with Georgia law, no person may haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. School organization means any club or other organization that has students as its principal members. "Haze" means to subject a student to an activity that endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

USE OF ELECTRONIC DEVICES BY STUDENTS (POLICY JCDAF):

Students shall not activate, utilize or display electronic communication devices, including cell phones compact disc players and ipods, while at school during the instructional day. The instructional day is defined as between 7:50 a.m. and 2:55 p.m. Violations will result in disciplinary referral with the corresponding consequence administered. Electronic devices will only be confiscated in cases of academic dishonesty / cheating or continued disruption. Students are prohibited from using any

electronic devices during the operation of a school bus, including but not limited to cellular phones, pagers, ipods, audible radios, tape or compact disc players without headphones, or other electronic device in a manner that might interfere with the bus communication equipment or the school bus driver's operation of the school bus. Exceptions to this policy may only be granted in extraordinary situation involving a student's health and safety. The principal and superintendent must approve all exceptions.

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

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

Students are not permitted to wear:

- 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.
- Sleeveless garments of any kind including tank tops, midriff shirts, halter, tube, muscle and cut out shirts. All garments must have sleeves.
- Spandex, bike, or tight fitting nylon clothing.
- Clothing that is not size appropriate. Pants must be worn properly at the waistline with a belt if needed.
- Wallet chains
- Novelty teeth
- Facial piercing. Must be removed entirely during school day.
- See-through clothing, revealing or low-cut tops and clothing that exposes any part of the midriff or back.
- Any clothing / jewelry / body markings that advertise or depict alcohol, drugs, tobacco, or gang activity or

membership or clothing with offensive pictures or sayings or obscene language.

- Garments that have open holes, rips, or tears where undergarments are visible.
- Head coverings, hats, sweatshirt hoods, toboggans, sweatbands, caps, and sun visors, do-rags, skullcaps, bandannas, and sunglasses are not to be worn or brought inside the building.
- Pajama, lounge wear of any kind (including boxer shorts)
- Combs, brushes, or picks in the hair.
- Shoes must be worn at all times while at school. P.E. clothing is to be worn in P.E. class only.
- Eye and hair color or style that distracts or disrupts the learning environment.
- Bedroom slippers / House Shoes
- The school administration reserves the right to determine whether a student's attire is within the limits of decency and modesty and the guidelines of the dress code. No attire that causes a disruption or distraction to the educational process will be allowed.

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

MEDICINES (POLICY JGCD): A teacher or school designee may administer medication provided all of the following requirements are met:

- The medication must be in its original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and times for dosage.
- A written authorization must be signed by the student's parent or guardian to allow the teacher or school designee to administer the medication.
- The teacher or school designee shall keep written documentation of medication administered.

- Athletic and or vitamin supplements are not to be mixed or consumed on school grounds.
- All medicines (prescription or non-prescription) should be stored and administered in the main office.

A student who has asthma may possess and use his/her asthma medication or epipens as prescribed:

- While in school;
- At a school-sponsored activity;
- While under the supervision of school personnel; or
- While in before-school or after-school care on school operated property.

In order to carry and self-administer prescription auto- injectable epinephrine, the student's parent or guardian shall provide:

- 1) A written statement from a physician licensed under Chapter 34 of Title 43 detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine; and
- 2) A written statement by the parent or guardian consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering auto-injectable epinephrine pursuant to this Code section.
- 3) The written statements specified in this subsection shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- 4) The policy shall include provisions to protect the safety of all students from the misuse or abuse of auto-injectable epinephrine.
- 5) A student may be subject to disciplinary action if he or she uses auto-injectable epinephrine in a manner other than as prescribed.

- 6) A local school system and its employees and agents shall incur no liability other than for willful or wanton misconduct for any injury to a student caused by his or her use of auto-injectable epinephrine.

SCHOOL BUSES (POLICY JCDAD): School buses are staffed with qualified, competent drivers. They are charged with the responsibility of transporting students safely to and from school. Students are under the supervision of the school from the time they enter the bus until the time they get off the bus. Order must be maintained on the buses at all times. The driver is in complete charge of his/her bus and will report any infraction of the rules to the administration. Students who violate the rules or create a serious disruption on the school bus will be suspended from riding the bus and may be disciplined in accordance with school board policy.

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

RETURNED CHECKS: A \$10.00 processing fee will be charged on all checks returned by the bank as non-collectable. The student and/or parent will be responsible for this fee.

USE OF THE TELEPHONE: Students will not be called from class to the phone unless it is an emergency. **Students MUST use the pay phones located in the gym lobby.** This is an Alltel phone and any problem should be directed to Alltel. **OFFICE PHONES ARE NOT FOR STUDENT USE.**

EMERGENCY - SCHOOL CLOSING: In case of severe weather or other emergencies, official information about school closings will be broadcast on Atlanta /Athens television and radio stations, Athens WNGC ;Commerce WJJC.

STUDENT PARKING (POLICY JGFF): Students are not allowed to park in the faculty parking lot or area during school hours. Parking on campus is a privilege. Therefore, certain rules and regulations are expected of the student to maintain this privilege. At Jefferson High School, a student must be in good academic,

attendance, and disciplinary standing to purchase and keep a parking permit. At any time a student begins to exhibit inappropriate grades, attendance, and / or behavior, they will forfeit their parking privilege for a specified period of time up to the remainder of the school year. In order to apply and purchase a parking permit, a student can have no major disciplinary referrals (Level 3 or 4) and must be clear of all fees, fines, and obligations. **Parking must be in marked spaces only. Parking stickers must be displayed in vehicle at all times. Parking stickers can be purchased for \$25 and are valid through the current school year.** Do not park in driveways, in entrances, exits, or on the grass. Parking outside marked spaces, in driveways and entrances or exits of parking lot, and parking so as to block other cars is prohibited. Once students arrive at school they must park and leave their vehicles. Returning to parked vehicles, except with permission of an administrator, may not be done until the time for the student to leave school. No loitering or congregating in the parking lot is permitted during school hours. Infractions can result in the loss of parking privileges, exemption status, and/or disciplinary action.

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

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

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

SAFETY DRILLS

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

Fire: each month

Lock Down: each semester

Tornado: each semester

Evacuation: each semester

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

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

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

STUDENT COMPLAINTS AND GRIEVANCES (POLICY JCE): The purpose of this procedure is to provide a way for the Board, employees, and students to reach solutions to problems, disputes, or controversies that may occur between them. It is the desire of the Board that a grievance be processed as rapidly as possible.

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

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

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

the superintendent. The superintendent shall respond within five school days.

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

The decision of the Board of Education is final.

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

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

SOLICITATIONS BY STUDENTS (POLICY JKB): The Board recognizes that fund raising by student groups is necessary from time to time. The Board also recognizes that an unlimited number of fundraiser can burden the community unnecessarily. Thus, the Board shall limit the number of fund-raising efforts from the schools and has set forth guidelines for fund raising activities including the prior approval of these activities which will regulate time(s) of fund raising activities, and the accounting of monies received and expenditures of such monies. The principal must ensure the ready to eat foods for sale are sold in accordance with the rules established by the School Food Lunch Program. Games of chance, raffles, and lotteries are prohibited.

THE MEDIA CENTER: The JHS Media Center has a variety of resources available to students and faculty. A wide selection of reference books and magazines enhance research in the media center as well as the availability of interactive multimedia opportunities in order to enhance research and informational searches.

General Rules:

- Books are checked out for a two-week period, and they may be renewed unless others request this book for a specific school project.
- A fine of .10 cents a day is charged, excluding weekends and holidays. If a student checks out a book, that student assumes the responsibility for it.
- Lost books must be paid for at replacement cost.
- Computer ethics must be practiced at all times, or the student's privileges for computer use will be denied.
- As long as behavior is appropriate, everyone is welcome in the media center.
- Students may make copies in the media center at a cost of 10 cents a copy.
- When visiting the media center, students must have a specific purpose and a written pass from their classroom teacher.
- All books leaving the media center must be checked out to the individual responsible for returning the book.
- No book bags will be allowed in the media center resource area. A place will be designated for bags to be stored.
- Magazines, which are checked out and lost, must be replaced at newsstand prices.
- If a student owes fines to the media center, he/she may not check out any materials or 'charge' for printing/copying materials.
- No food or drink is allowed in any part of the media center.

GUIDANCE/COUNSELING: The school counselors are available to assist students, faculty, and parents before, during, and after school. They are also experienced in helping students plan their course of study throughout high school and in meeting the challenges of post secondary education (any education or training obtained after high school). They provide information and guidance for educational and career planning, immediate and potential personal problems, and information concerning drug and alcohol rehabilitation and counseling. Though welcome and urged to use the counselor's services, students must have prior permission and a hall pass to go to the Guidance Office during class.

STUDENT SUPPORT TEAMS (POLICY IGB): Student Support Teams (SST) consist of an administrator and counselor designee, the referring teacher, any other appropriate teachers, and parent. The purpose of the SST is to provide alternative strategies or programs to best meet the needs of the student. The SST can, and should, be utilized to provide assistance in cases where students have exhibited inappropriate behaviors or academic difficulties.

CURRICULUM (POLICY IC): The curriculum taught in Jefferson High School is the Georgia Board of Education adopted uniformly sequenced core curriculum and is aligned with the Georgia Department of Education's implementation schedule for the transition from the Quality Core Curriculum (QCC) to the Georgia Performance Standards (GPS). For more information refer to the parent resource link available at www.gadoe.org. Any parent, who determines that his/her child should not participate in an assigned supplemental educational resource (class assigned book or video), should notify the principal in writing indicating the parent's objection to the educationally related assignment.

HIGHLY QUALIFIED INSTRUCTIONAL STAFF: In compliance with the requirements of the No Child Left Behind statute, Jefferson City Schools informs parents that you may request information about the professional qualifications of your student's teacher(s) and / or paraprofessional(s). The following information may be requested from Dr. Smith, Principal:

- 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.

END OF COURSE TESTS - EOCT (POLICY II/IHF): The A+ Educational Reform Act of 2000, O.C.G.A. 20-2-281, mandates that the State Board of Education adopt end of course assessments

in grades nine through twelve for core subjects to be determined by the State Board of Education. With educator input, and State Board approval, the End of Course Testing program is currently comprised of the following nine content area assessments:

Mathematics

Math I

Math II

Social Studies

United States History

Economics

Language Arts

9th Grade

11th Grade

Science

Biology

Physical Science

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

HOMEBOUND INSTRUCTIONAL PROGRAMS (POLICY IDDC):

Jefferson City Schools will provide hospital/homebound instruction to eligible students when the following have been submitted:

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

Once the referral form is completed and returned to the school system, a certified teacher will pick up the student's assignments from the school and schedule a time to work with the student. When students are served in the hospital/homebound program, students will be counted as present just as if students were at school. Parents/guardians who would like for their child to be

served by this program should contact the school for a referral as soon as the student's illness is diagnosed.

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

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

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

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

GEORGIA SCHOLAR (POLICY JN): The Georgia Scholar is a graduating high school senior who exhibits excellence in all phases of school life, in community activities, and in the home. As a recipient of the Georgia Scholar Award, a student is

automatically eligible to receive a Governor's Scholarship if he/she continues his/her post-secondary education in an approved public or private college or university in Georgia. The amount of the scholarship (if funds are available) will cover tuition up to a maximum cost set each year by the Georgia Assembly.

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

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

ACADEMIC INCENTIVE PROGRAM:

All students will have the opportunity to earn an Incentive Card per term if they achieve the following criteria:

BLUE CARD: Awarded to students who have an 'A' average for all classes and no grade of 'F' for the term; no incidences resulting in ISS or OSS; conduct grade of '1' in all classes for the term; no absences greater than six (6) in any course for the term.

RED CARD: Awarded to students who have a 'B' average for all classes and no grade of 'F' for the term; no incidences resulting in ISS or OSS; conduct grade of '1' in all classes for the term; no absences greater than six (6) in any course for the term.

WHITE CARD: Awarded to students who have a 'C' average for all classes and no grade of 'F' for the term; no incidences resulting

in ISS or OSS; conduct grade of '1' in all classes for the term; no absences greater than six (6) in any course for the term.

APPLYING TO COLLEGES AND TECHNICAL SCHOOLS: You can get an application online from your future school or from the Guidance Office. Fill out the form and take it to the Guidance Office to be mailed along with your transcript. After the school or college has all the data, they will let you know whether or not you are accepted. Applications should go out early in the senior year, preferably in October or November.

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

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

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

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

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

POST-SECONDARY ENTRANCE EXAMS: Two different companies give entrance exams. One company, College Entrance Examination Board or CEEB, administers the Scholastic Aptitude Test (SAT). Another company administers the American College Test (ACT). You should check the college catalog carefully to see which test you might take. All dates for testing and deadlines for registering are listed in the Guidance Office. The Jefferson High School code number for both tests is 111700. The CEEB

also administers the Achievement Test, which several Georgia colleges require for placement purposes. Again, check your catalog. Technical schools do not require the SAT or the ACT for admission. You may use the ASSET or scores earned on tests given at the tech school.

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

GRADING SYSTEM (POLICY IHA)

The following numerical grading scale will be followed:

A 90-100 B 80-89 C 73-79 D 70-72 F 0-69

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

GRADING STANDARDS (POLICY IHF): Students in grades 9-12 are on a BLOCK grading system. Examinations are given at the end of each semester. All examinations at the end of each semester will count 15% of a student's grade for that semester. The other 85% will be based on teacher's grading of test, quizzes, homework, projects, etc. Advanced Placement (AP) courses carry a 5 point weight on final grade upon successful completion.

PROMOTION REQUIREMENTS* (POLICY IHE)

To enter the 10th Grade: 6 credits (4 Core Classes)

To enter the 11th Grade: 12 credits (8 Core Classes))

To enter the 12th Grade: 20 credits (12 Core Classes)

Note: 28 total credits needed for graduation

COLLEGE VISITATION PRIVILEGE: Seniors may be excused one day to visit post-secondary schools on school days provided they file a request in advance giving the dates and reasons for going. Students must have made application to that specific college prior to their visit. Students must return proper documentation from the college visited in order for the absence to be excused. Students are counted present if all teachers approve the request in advance and

all work is made up. These forms may be acquired from the counselor and if all requirements are met, students will be given visitation privileges. The attendance office and the guidance office must be notified in advance prior to the college visit. Any junior wishing to make a college visit must see an administrator.

SELECTION OF HONOR GRADUATES (POLICY JN): Grades for all courses taken from grades 9-12 will be added together through the fall semester of the senior year. The graduating senior who has attained a College Seal and has the highest GPA at the end of the fall semester of the senior year will be named the First Honor Graduate/Valedictorian; the second will be named Second Honor Graduate/Salutatorian. Both will be invited to be graduation speakers. In addition to the above, all graduating seniors with a minimum of 90 numerical average, on or above grade level, and receiving the College Prep or Technical Prep diploma will be identified as an Honor Graduate and wear the appropriate identifying cord. In addition, in order to attain Honor Graduate status, the student's disciplinary and attendance history will be subject to review. To be eligible to speak at graduation a student must have completed 8 semesters at an accredited high school, four semesters of which must have been at Jefferson High School.

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

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

STUDENTS WHO WITHDRAW (POLICY JBCD): Any student who withdraws from school or a class within the first 10 days of each semester will be completely dropped and treated as if he/she was

never in the class or at school except for attendance reporting. Only fifth and sixth year seniors will be allowed to withdraw due to graduation at the end of the first semester.

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

INTERNET USE POLICY (POLICY IFBG): Jefferson City Schools is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the world wide network that provides various means of accessing significant educational materials and opportunities. The school district is providing access to its computer networks and Internet only for educational purposes and research consistent with the school district's computer network and Internet access is a privilege, not a right. Misuse of the computer or the Internet may jeopardize those privileges and subject the student to potential disciplinary and legal action. Plagiarism from reference sources, including the Internet, may result in disciplinary action according to the school code of conduct. Due to the nature of the Internet, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Parents must also participate in the decision whether to allow their children to access the Internet and must communicate their own expectations to their children regarding its use. Any parent who determines that their child should not have access to the Internet as part of their instruction program, must notify the child's principal in writing indicating the parents' objection to their child participating in any educationally related programs.

BOE Descriptor Code: IFBG-R June 13, 2002

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

All Internet users are subject to the following rules and regulations:

1. Acceptable Use- The purpose of the school Network/Internet, is to support research and education in and among academic

institutions in the U.S. and the world by providing access to unique resources and the opportunity for collaborative work consistent with the educational objectives of Jefferson City Schools. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S., or state regulation, or Jefferson City Schools' policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited. Illegal activities are strictly prohibited.

2. Privileges- The use of the Network/Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges. (Each user who receives access to the Internet must first participate in a training session provided by the local school media specialist and/or classroom teacher.) The network administrator (the Superintendent or designee) may deny access to the Internet.
3. Students will only have use of the Internet through filtered service. Use of this service will limit the sites that students can access.
4. Random access or "surfing the net" by students is prohibited.
5. Network Etiquette- The user is expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:
 - Illegal activities are strictly prohibited.
 - The use of profanity, vulgarities, or other inappropriate language is prohibited.
 - Personal information such as personal address or phone number is prohibited. The disclosure of full names is discouraged.
 - The use of e-mail through the Internet is prohibited unless the student is involved in a teacher-supervised project, which has been previously approved.
 - Use of the Network/Internet in such a way that you disrupt the use of the network by others is prohibited.
 - All communications and information accessible via the network are subject to copyright laws.
6. Jefferson City Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Jefferson City Schools will not be responsible for any

damages. This includes loss of data suffered by users resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions, or that of the user. Use of any information obtained via the Network/Internet is at the user's risk. Jefferson City Schools specifically denies any responsibility for the accuracy or quality of any information obtained through its Network/Internet services.

7. Security- Security on any computer system is a high priority, especially when the system involves many users. If a user suspects a security problem on the Network/Internet, the user is required to notify the network administrator or Internet coordinator (the Superintendent or designee). The problem is not to be demonstrated to other users. Use of another individual's password is prohibited. Attempts to log-on to the Network/Internet as a network administrator will result in cancellation of user privileges. Any user(s) identified a security risk(s) or having a history of problems with other computer systems may have their use terminated immediately and future access to the Network/Internet through Jefferson City Schools will be denied.
8. Internet access and e-mail access and e-mail communications are not private. Network administrators and service providers may monitor such electronic traffic at any time and illegal or inappropriate use will be reported.
9. Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

TITLE IX POLICY

STUDENT DISCRIMINATION (POLICY JCE(1))

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

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.
- (6) From time to time students may be photographed, videotaped, or interviewed by the news media or school personnel during school or at a school activity or event. As a parent or guardian, if you object to your student being photographed, videotaped, or interviewed you must notify the Principal in writing.

The following information is considered as directory information: (A) Student's name, address, and telephone numbers, (B) Student's date and place of birth, (C) Student's participation in official school clubs and sports, (D) Weight and height of a student if he or she is a member of an athletic team, (E) Date of attendance in Jefferson City Schools, (F) Awards received during time enrolled in Jefferson City Schools, (G) E-mail address, (H) Photograph, (I) Major field of study, and (J) Grade level. Unless a parent or guardian requests otherwise, this information is

designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must notify the Principal in writing.

SEXUAL HARASSMENT (POLICY JCAC)

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

Sexual Harassment Includes but is Not Limited to the Following:

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

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

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

Reporting Sexual Harassment: Report any form of sexual harassment to a school official (teacher, counselor, or administrator). School authorities are required by law to investigate all reported cases and when appropriate inform law officials.

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

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

A \$2.00 processing fee will be charged at the time of the request.

Revocation or Non-issuance of Permit or Driver's License: As required by state law, if a minor (15-17 years of age) commits at least one of the following offenses, a certificate of Non-Compliance will be sent to the Department of Public Safety for the revocation or non-issuance of a Georgia Driver's Permit or license. This suspension will last until the student reaches the age of 18 or is reinstated by the Department of Public Safety. Such a student is one who:

- Has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters or:
- Has been suspended from school for:
 - a. Threatening, striking, or causing bodily harm to a teacher or other school personnel.
 - b. Possession or sale of drugs or alcohol on school property.
 - c. Possession or use of a weapon on school property or during a school function.

EXTRACURRICULAR ACTIVITIES (POLICY 1DE (1))

Nearly half of the students at JHS participate in the athletic program. There are a large number of sports activities throughout the year. These include football, cheerleading, and girls' softball and volleyball in the fall. Girls' and boys' basketball, wrestling, and cheerleading are offered in the winter. Baseball, boys' and girls' tennis, boys' and girls' track and field, and golf are provided in the spring. There are Baby Dragon teams in football,

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

- You must be a regular student taking at least 4 courses towards graduation.
- Pass at least 3 subjects the previous block (18 week grading period).
- Accumulate "core" unit requirement (1 unit after 1st semester, 4 units after 1st year, 8 units after 2nd year, 12 units after 3rd year).
- Be on track for graduation. (4 units after the 1st year, 10 units after the 2nd year, and 16 units after the 3rd year, including midyear qualification)
- Complete eligibility within 8 consecutive semesters or 4 consecutive years.
- Be an amateur.
- Not attain the age of 19 prior to May 1 of the year preceding participation.
- Not be a migrant student of less than one year's standing.
- Complete a medical examination and have insurance coverage.

SCHOOL CEREMONIES AND OBSERVANCES (POLICY IKD)

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

JEFFERSON SCHOOL SYSTEM FOUNDATION, INC.

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

The Foundation's recent projects include:

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

DEFINITION OF TERMS

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

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

Bullying: In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

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

Detention: a requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school or during lunch. Students

are given one day's warning so that the parents or guardians can make arrangements for transportation.

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

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

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

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

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

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

In-School Suspension: Removal of a student from class or regular school program and assignment of that student to an alternative program isolated from peers. Academic credit is awarded for all academic work completed in ISS.

Out of School Suspension: Removal of a student from the regular school for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored

activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

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

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

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

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

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

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

Student Name: _____

Club /Organization: _____

I do not wish for my child to participate in the above club (s) / organization (s) at Jefferson High School during the 2010-11 school year.

Parent / Guardian Signature

Date