

# Jones County High School

## 2021 – 2022

### Student Handbook

[jonescntysd.ga.schools.bz/jchs/home](http://jonescntysd.ga.schools.bz/jchs/home)

**Jones County High School**  
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Gray, Georgia 31032  
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#### **ADMINISTRATORS**

**Mr. Lance Rackley, Principal**

Dr. Jeremy Dockery, Assistant Principal

Dr. Dean Hintz, Assistant Principal

Mr. Doug Pieterick, Assistant Principal

Dr. Tiffany Walker, Assistant Principal

Mrs. Laura Rackley, CEO/Executive Director of College and Career Programs

#### **Jones County School System's Mission Statement**

*Success for All Through:*

academic **A**chievement,  
responsible **B**ehavior, and  
an engaged **C**ommunity

#### **Jones County School System Beliefs**

We believe in **O**pen communication between all stakeholders.

We believe in **N**ever giving up on a student.

We believe in **E**ngaging the community.

We believe in **T**rust among our stakeholders as vital.

We believe in **E**xcellence in all endeavors.

We believe in **A**cademic growth for all students.

We believe in **M**aking a positive impact in our community and world.

#### **ALMA MATER**

On the city's western border, reared against the sky,

Proudly stands our Alma Mater as the years go by.

Forward ever be our watchword, conquer and prevail.

Hail to thee our Alma Mater JCHS, all Hail.

*JCHS is a Title 1 School and Accredited by: Southern Association of Colleges and Schools*

*Notice of Disclaimer: The school administration reserves the right to make decisions on other school matters in the best interest of the student body in any or all matters addressed or not addressed in this handbook.*

# Jones County Schools Academic Calendar

## 2021 – 2022

(180 Students/190 Staff)

July 27 – August 3	Tu – Tu	Professional Learning Days
August 4	W	1 <sup>st</sup> Day of School
September 6	M	Labor Day
October 8	F	Distance Learning/PL Day
October 11 – 15	M-F	Fall Break
November 22 – 26	M-F	Thanksgiving Holidays
December 17	F	Last Day before Christmas Break

*End of 1<sup>st</sup> Semester (87 Students and 6 PL)*

January 3	M	Planning Day/Student Holiday
January 4	Tu	Students Return
January 17	M	Martin Luther King Holiday
February 17	Th	Distance Learning/PL Day
February 18, 21	F – M	Presidents' Day
April 4 – 8	M-F	Spring Holidays
May 24	Tu	Last Day of School
May 25 – 27	W-F	Professional Learning Days

*End of 2<sup>nd</sup> Semester (93 Student and 4 PL)*

*End of School (180 Student and 10 PL)*

*Revised: July 22, 2021*

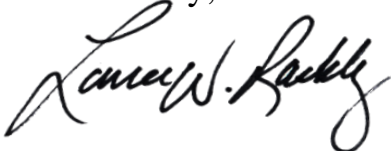
## **Welcome to the 2021- 2022 school year, HOUND Nation!**

This handbook will serve as a guide to students and parents/guardians throughout the year to answer any questions that you may have about policy and procedures, as well as curricular and extra-curricular offerings at Jones County High School. Please familiarize yourself with its contents so that you will be well informed of the opportunities and requirements of our school, in order that we can make this the very best environment for all students.

Jones County High School wants every student to be a “GREAT”hound to influence a positive school culture and climate for all students, staff, and parents/guardians. We use the “GREAT”hound matrix to express expectations for behavior throughout all areas of our school and expect all students to be familiar with its contents. This matrix can be found on page two of the handbook.

Thank you for your support as we strive for excellence in all that we do at Jones County High School. We are committed to our students’ achievement both inside and outside of the classroom and continue to seek methods of continuous improvement. Please feel free to contact our school administration with any questions or concerns you may have. We sincerely appreciate your partnership in educating our students.

Sincerely,

A handwritten signature in black ink that reads "Lance W. Rackley". The signature is written in a cursive style with a large, looping initial "L".

Lance W. Rackley  
Principal

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**JCHS Campus Hours**

- **7:15am – 3:45pm**
  - Students at the high school should:
    - **NOT** arrive before 7:15am and
    - Leave campus **NO LATER THAN** 3:45pm, unless under the direct supervision of a teacher or coach.

*JCHS will not be responsible for supervising students outside of the hours of 7:15am – 3:45pm; unless they are participating in a school-supervised activity approved by the principal or their designee. Unsupervised students will be referred to the Jones County Sheriff's Office.*

**Jones County High School's Regular Bell Schedule**

Student will report to 1<sup>st</sup> period when the 7:35 bell rings. Instruction will begin at 7:50.

	Regular Schedule		Advisement Schedule	
1 <sup>st</sup> Period	7:50 AM	8:41 AM	7:50 AM	8:35 AM
2 <sup>nd</sup> Period	8:47 AM	9:38 AM	8:41 AM	9:26 AM
3 <sup>rd</sup> Period	9:44 AM	10:35 AM	9:32 AM	10:17 AM
Advisement			10:23 AM	10:58 AM
4 <sup>th</sup> Period	10:41 AM	11:32 AM	11:04 AM	11:49 AM
5 <sup>th</sup> Period	11:38 AM	1:18 PM	11:55 AM	1:35 PM
1 <sup>st</sup> Lunch	11:38 AM	12:03 PM	11:55 AM	12:20 PM
2 <sup>nd</sup> Lunch	12:03 PM	12:28 PM	12:20 PM	12:45 PM
3 <sup>rd</sup> Lunch	12:28 PM	12:53 PM	12:45 PM	1:10 PM
4 <sup>th</sup> Lunch	12:53 PM	1:18 PM	1:10 PM	1:35 PM
6 <sup>th</sup> Period	1:24 PM	2:15 PM	1:41 PM	2:26 PM
7 <sup>th</sup> Period	2:21 PM	3:12 PM	2:32 PM	3:15 PM

Car riders and student drivers will be dismissed at 3:12. Bus riders will be dismissed at 3:15. First wave bus riders report directly to buses. First wave buses will depart at 3:22. Second wave bus riders will report to the cafeteria until bus arrives.

**JCHS Frequent Contacts**

**Counselors:**

- Carra Floyd
- Jill Huckeba
- Kimberly Pittman
- Stacey Williams – Graduation Coach

**Parent Engagement Coordinator:** Shelly Dunlap

**Instructional Coach:** Dana Pettigrew

**Program for Exceptional Children:**

- Dr. Jeremy Dockery
- Chance Scott

**Receptionist:** Stacie Dumas

**Media Specialist:** Anita Dockery

**Attendance Clerk:** Jennifer Bateman

**RTI Coordinator:** Dana Hutchinson

**Dual Enrollment Coordinator:** Lori Varnadoe

**Bookkeeper:** Tammy Kilgore

**Cafeteria Manager:** Wendy Bonner

**Data Specialist:** Lisa Clements

**Lead Custodian:** Melonie Connolly



**Student Handbook Expectations**

All students must know and abide by the regulations in the 2021-2022 JCHS Student Handbook. The handbook has been approved by the Jones County Board of Education. Each student is **required** to sign a student handbook acknowledgement form.



# Jones County High School

## GREATHound Expectations



<b>Expectations</b>	<i>We are</i> <b>RESPECTFUL:</b>	<i>We are</i> <b>RESPONSIBLE:</b>	<i>We are</i> <b>SAFE:</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Allow yourself and others the best opportunity to learn</li> <li>• Use electronic devices as instructed by teacher</li> <li>• Use appropriate language/voice level</li> </ul>	<ul style="list-style-type: none"> <li>• Be seated on time</li> <li>• Stay on task</li> <li>• Come prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Use materials appropriately</li> <li>• Keep area clean</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Use appropriate language/voice level</li> <li>• Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time to class</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure you have a hall pass</li> <li>• Keep to the right</li> <li>• Keep your cell phones off and put away</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>• Use a quiet voice</li> <li>• Respect privacy</li> <li>• Keep restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Go and Flush</li> <li>• Return to class promptly</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> <li>• Play Free Zone</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Wait quietly in line to be served</li> <li>• Clean up eating area</li> <li>• Use inside voice</li> </ul>	<ul style="list-style-type: none"> <li>• Place trash in bins</li> <li>• Use own lunch number</li> <li>• Use electronics appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Remain in designated areas</li> <li>• Report spills</li> <li>• Keep hands and feet to yourself</li> </ul>
<b>Arrival &amp; Departure Area</b>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Move with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Leave promptly</li> <li>• Follow sign in/out procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Remain in designated areas</li> <li>• Be aware of surroundings</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Use quiet voice</li> <li>• Use appropriate language</li> <li>• Follow directions of Bus Driver</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all bus rules</li> <li>• Be ready for your stop</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until bus is stopped</li> <li>• Load &amp; Unload in single file line</li> <li>• Face forward at all times</li> </ul>

*Created by the JCHS PBIS Team*

### Certificate of Enrollment

A certificate of enrollment must be submitted when applying for a driver's license. Certificates are available in the Attendance Office at a cost of \$3.00 each. It is valid for only 30 days.

### Counseling

Guidance Counseling is available to all JCHS students. Students and parents/guardians should contact the counselors to discuss plans for college or technical college, to get advice on course offerings, Dual Enrollment placement, or to discuss personal problems.

### Custody Concerns

Please notify the office staff if you have special concerns about certain individuals being allowed to pick up your child from school, visit your child during school hours or at school functions, and/or having access to a child's records.

### Emergency Protocols

#### School Closings

When hazardous weather and/or other conditions develop, which make school attendance dangerous to the well-being of students and/or staff, an announcement to close school or to delay the opening of school will be made on local radio and television stations as early as possible. These decisions are made by the school superintendent.

#### Pandemic Response

- **Facemasks are permitted (strongly encouraged) to prevent the spread of infectious disease. The mask cannot conceal the eyes or cover the head and must meet all dress code requirements. Masks cannot exploit or identify with drugs, alcohol, tobacco, gangs, sex, controversial issues, or have suggestive wording and/or designs. Bandannas are prohibited. Apparel or accessories which may incite others to violence or disruptive behavior must not be worn.**
- **Arrival, dismissal, and school day procedures may be altered in the event of special circumstances. Students and parents will be notified in the event this becomes necessary.**
- **Allowing visitors in school buildings may be altered in the event of special circumstances. Students and parents will be notified in the event this becomes necessary.**

#### Emergency Drills

The following drills can be conducted with or without prior notice to faculty, staff and students throughout the school year.

- Fire
- Tornado
- Bus Evacuation

The following drills are never conducted without prior notice to faculty, staff and students throughout the school year.

- Lockdown
- Bomb Threat
- Campus Evacuation

#### • CODE YELLOW

- Soft lockdown/alert – Lockdown facility – continue with instruction. Everyone should remain inside. Classroom doors remain locked, and students must remain in class. No outside activities. Typically, Code Yellow is called when an event occurs in the community or nation that requires close watch and/or further instruction from the BOE or Law Enforcement.

#### • CODE RED

- Hard Lockdown – Danger or Threat is imminent. On-site this can include hostage/intruder or terrorism. Lock all doors and move away from doors/windows.

### Fees/Debts

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies pens, pencils, etc. At the end of the school year, a student who owes the school a financial debt may have their records/report cards withheld until the debt is paid. Students who owe debts may not participate in extra-curricular activities (ex: field trips, graduation). No checks will be accepted after May 1<sup>st</sup>. Refunds for materials previously paid for and found will not be made after June 30<sup>th</sup> of the school term in which the payment is submitted. A receipt or other proof of payment is required to get a refund. The student may be required to pay certain other fees or deposits, including:

- Cafeteria Fees
- Club Fees
- Lost/Damaged School Property
- Materials for a class project
- Media Center Fees
- Parking Permit
- Personal physical education/athletic equip.
- Senior Fees – \$40.00
- Student accident insurance
- Testing Fees
- Voluntary purchases of any kind
- Yearbook Fees

### **Lockers**

**In order to promote social distancing due to the Covid-19 pandemic; lockers will not be rented for the 2021/2022 school year.**

### Lost and Found

Items that are lost and turned in throughout the school day are left in the Attendance Office. All unclaimed items will be donated to local charity organizations at the end of the school year.

**Jones County High school is not responsible for lost, damaged, or stolen personal property, including but not limited to cell phones, electronic devices, wallets, purses, etc.**

### Prom Information

- No one over **20 years** of age may attend (unless a registered student).
- Only prom attendees can escort seniors.
- Seniors who bring a date must go through lead-out with their date.
- No adults allowed (balcony only)
- No access to the Prom floor will be granted (*restrooms included*).
- Lead Out begins at 9pm. Parents/guardians will enter at 8:45pm.
  - Each senior will receive 2 Lead Out tickets with the purchase of a prom ticket. Additional Lead-Out tickets will be \$5 and will be sold separately from the prom tickets. **Tickets must be pre-purchased and will not be sold at the door.** Additional information will be provided by the prom committee.
- Application process required to attend
- All JCHS handbook rules will be enforced at prom

### Use of School Phone

Students are allowed to use the phone in the Attendance Office before school, during break, at lunch, and after school. **NO** student will be excused from class to use the phone. If a student is sick, a school official will notify the parent/guardians. Students will not be called out of class to answer phone calls. Only urgent messages (family illness or death, a change of doctor appointments, etc.) will be delivered to student.

### Visitors

Normal Operating Procedures: Persons having business on any school campus must first sign in with a school official in the front office. A Visitor's Pass will be issued to be used during the visit. Failure to follow this procedure constitutes criminal trespass. Parents/Guardians are always welcome; however, it is imperative that parents/guardians follow visitation procedures as well. Parents/guardians who wish to consult with a teacher(s) and/or administrator(s) should call the office of the school to schedule a mutually agreeable date and time. Please make note that vehicles parked on any school campus are always subject to search.

Pandemic Response Procedures:

- Access to the building will be restricted to essential personnel and students.
- Virtual meetings are encouraged.
- Specific waiting area will be designated for essential meetings/visitors.
- Parents/Visitors must have an appointment to meet with the Principal or other staff member. Temperature checks and use of mask will be required upon arrival, and visitors will be required to wait in a designated area.
- Visitors will not be allowed in the building unless they have previously scheduled an appointment.
- Parents will not be allowed to walk students to class.
- Non-essential visitors, volunteers, and activities involving external groups or organizations will be very limited.

## Admission/Withdrawal Policy for Jones County Schools

### Admissions

Any new student enrolling must provide the following: Social Security card, Birth Certificate, Proof of residency, Academic records, Valid Driver's License or picture ID and immunizations records. Proof of Residency must be proved before paperwork will be given. Once paperwork is complete, records will be requested. Once records are received, an appointment will be scheduled for a new student intake meeting.

### Required documents

1. Certified birth certificate displaying a state file number must be displayed at the time of registration
2. An up-to-date immunization record; State Form 3231
3. Eye, ear, and dental screening certificate
4. Social Security card (or evidence of approved waiver)
5. Three proofs of residency (One from part A and Two from part b)
  - a. The following items are acceptable proofs of residency:
    - i. Current property tax statement in the name of the property owner, **OR**
    - ii. Mortgage statement, lease or rental agreement (lease or rental should have a start date and an end date or month to month providing revisions for additional house guest aside from the renter, must be signed by landlord and renter)

### AND

- b. Two additional proofs of residency to include:
  - i. Current utility bills which display the physical address of the student
    - a) Bills not accepted: gas, electricity, water
  - ii. Initiation of service from a utility company in the name of the enrolling parent/guardian
  - iii. Car insurance, bank statement with physical address
  - iv. W-2/1099 form with address and name as filed for taxes for a current year filing

***Proof of residency will be required in accordance with JCSS policy and the corresponding procedures.***

### Residency Affidavit Information

Residency Affidavits are accepted at all Jones County Schools during the school year. Affidavit filing for the coming school year will not be accepted until the filing window opens for the 2021 – 2022 school year. Please check the Jones County School System's website for available dates at [www.jones.k12.ga.us](http://www.jones.k12.ga.us) under Programs and Services then select Student Information Services for dates of application acceptance.

Information should be updated during the school year as needed. If the family moves out of the school district, the parents/guardians are responsible for notifying the school office so that a school transfer may be initiated if necessary. Failure to do so will result in the school reporting this non-compliance to the Board of Education. Automatic withdrawal of the student, a fine of \$1,000, and legal action may result for falsifying records. **A student must attend school within the district in which he/she resides unless a hardship has been granted by the Board of Education.**

***Note: Proof of residency may be requested at any time during the school year along with the custodial parents'/guardians' driver's license information.***

### Withdrawals

Parents/guardians of students withdrawing from school should notify the office at least one day before withdrawing so that all records may be completed. All school property must be returned prior to the child's leaving. Official records will be sent to the new school upon written request from that school.

Any student withdrawing from JCHS must have a parent or guardian present. The Guidance counselor must secure verbal or written permission from the enrolling parent or guardian before the withdrawal procedure is initiated. All fines/fees must be paid prior to the student being withdrawn.

Withdrawal will occur due to lack of attendance once a student has accumulated ten (10) consecutive unexcused absences.

### **Georgia Special Needs Scholarship Program**

The Georgia Special Needs Scholarship Program may provide eligible students the opportunity to attend an approved private school or another public school. See web site for more information: <http://public.doe.k12.ga.us/sb10.aspx>

## **Attendance and Truancy Guidelines**

Patterns of nonattendance and truancy are identified as early warning signs of academic failure and disengagement. The continuum of truancy to delinquency typically includes behaviors that result in suspension, expulsion, and dropout. Students with chronic absenteeism from school are found to have the lowest academic achievement, which puts them at greater risk for dropping out of high school. To increase student achievement as well as college and career readiness, Jones County School System Student Attendance Protocol addresses truancy and nonattendance by engaging students, parents/guardians, social service agencies, the judicial system, and mental health agencies.

### **Attendance**

Attendance is reported per class period. Students must be present 40 minutes of the 50 minutes of instructional time per class period in order to be counted present for that entire class period. If the student is tardy, they must sign-in in the attendance office and will not be admitted to class without a tardy slip.

### **Excused and Unexcused Absences**

Absence from school is classified as either excused or unexcused. Reasons established by the Georgia Board of Education as excused absences are set forth in this policy. Students may be temporarily excused from school when:

- Personally ill and when attendance in school would endanger their health or the health of others.
- A serious illness or death occurs in their immediate family.
- Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by court order.
- Celebrating religious holidays observed by their faith.
- Registering to vote or voting, for a period not to exceed one day.

Students should present a written excuse within **two (2) days** after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused.

Upon returning to school, students should complete makeup work within five (5) school days. Parents/guardians may pick up homework assignments in the Counselor/Guidance office. However, the teacher(s), should be given adequate time to prepare homework assignments and materials.

The following items should be specified and included on each written, emailed or faxed excuse:

1. The date the excuse is written
2. The date and day of the absence
3. Reason for absence
4. Signature of parent/guardian
5. Day time phone number of parent/guardian

### **Medical Appointments**

Parents/guardians are requested to make dental, medical, and other appointments for students after school hours, on weekends, or during school holidays. For an absence to count as excused, students must submit a legitimate excuse within two days of returning to school. Failure to do so will result in the absence(s) remaining unexcused

### **Excessive Excused Absences**

A parent/guardian note for a student's illness related absence is only valid for five (5) days per semester.

After a student exceeds five days within a semester, a doctor's note is required to excuse the student's absence(s). **The doctor note must be faxed directly from doctor's office.** The Principal and Executive Director of Student Services retain the right to excuse absences on an individual basis.

### **Excessive Excused Absences continued...**

Once a student uses all their parent/guardian notes for that semester, only a second party note, document, or other information requested by the Principal or Executive Director of Student Services may result in excuse of the absence. Otherwise, all absences after the fifth (5<sup>th</sup>) excused absence will be unexcused. However, please note that the Principal and Executive Director of Student Services retain the right to treat each occurrence on the individual basis without creating a precedent in any future case.

If there is doubt about whether an absence will be considered excused or unexcused, check with the principal or assistant principal.

### **Returning to school following an absence**

Students returning to school from absences must make up all work within **five school days**. Student returning to school from **over 3** consecutive absences must **schedule** all work within **five days**. Make-up labs, quizzes, and tests (9 – 12) must be completed before or after school or as coordinated with the teacher. The principal on an individual basis shall determine time allotted for make-up work for students with extended absences. Local Boards of Education are not required to provide make-up work for unexcused absences.

Absences due to out-of-school suspension will not count as unexcused days for the purpose of determining student truancy.

Students in grades 9 – 12 will be counted present only in the classes which they attend. Students must have a minimum of 40 minutes seat time to be counted present within a given class period. Attendance requirements are applicable to all students except for disabled students whose IEPs or 504 plans specify differently. Guidelines, rules, and regulations governing Special Education (Program for Exceptional Children) shall be followed.

### **Late Arrival/Early Checkout Policy**

Students who arrive late to and/or checkout of school early must bring a signed note from a parent/guardian on the day they return to school giving the reason for the late arrival and/or early checkout. All absences, tardiness, late arrivals and early checkouts will be evaluated by State guidelines to determine if the absence, tardy, late arrival or early checkout is excused or unexcused.

- **Late Arrival** is defined as a student arriving after the ringing of the bell, indicating the beginning of the official start of the school day.
- **Early checkout** is defined as a student leaving school prior to the ringing of the bell, indicating the official end of the school day.

Parent/Guardian must follow the same process to excuse (personal illness, illness in immediate family, death in the family, religious holidays, or court order) a late arrival/early checkout as they do to excuse an absence.

Any student wishing to checkout early during the school day must bring a written note to the attendance office from the parent/guardian before school starts. The note must include a phone number where the parent/guardian can be reached for confirmation. In the event that the school cannot confirm the note for early dismissal by phone, the student will not be dismissed. After signing out the student must leave school campus. If a student wants to return to school on the same day after signing out, they must have a note from the physician, the court system or a parent/guardian present.

Leaving school prior to the end of instructional time and/or the end of the official school day.

- **Excused**: Early checkouts for emergency, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept documenting the number of days a student misses due to early checkouts. Excessive incidents of excused early checkout may result in referral to the Attendance Support Team (AST) if the Principal deems necessary.
- **Unexcused**: Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the AST as the Principal deems necessary.

If a student is signed out by a parent/guardian phone call, parent/guardian coming in; further documentation is not required, and the result will be use of a parent/guardian note. If other documentation (as listed in the approved documentation for an excused absence) is turned in within the appropriate time frame, the absence will be marked accordingly.

### **Tardy**

A tardy is defined as a student not being in the classroom when the class is scheduled to begin. Principals have the discretion to excuse tardiness for extenuating circumstances.

### **Excused Tardy**

A tardy resulting from events beyond a student's control, such as, an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or designee as acceptable. Documentation is required to excuse a tardy. Two (2) Car notes per semester will be accepted (mechanical failure; i.e. dead battery, flat tire, out of fuel)

### **Unexcused Tardy**

Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the Principal or designee as unacceptable are unexcused.

1. Tardy to School (late arrival): Any student arriving at school following the ringing bell intended to indicate the start of the school day. A student who arrives at school late should report to the attendance office, sign the tardy "sign-in" book, and get a tardy slip to class from the attendance clerk. This tardy will be documented, and discipline will be assigned accordingly based on the number of tardies. Tardy to school will be counted per semester. Student drivers who are chronically tardy to school may have parking privileges revoked. Car riders who are chronically tardy to school will be referred for truancy. Principal may address students with multiple unexcused tardies to school.
2. Tardy to Class: A student is "tardy to class" when he/she arrives to class (and is not in the classroom) when the tardy bell stops ringing indicating the beginning of instructional time. A student who arrives to class late should report to the attendance office, sign the tardy "sign-in" book, and get a tardy slip to class from the attendance clerk. This tardy will be documented, and Tardy Hall or other discipline will be assigned accordingly based on the number of tardies. Tardy to class will be counted per semester. Principal may address students with multiple unexcused tardies to class.

### **Discipline Progression for Tardy to School and Tardy to Class (To be treated Separately):**

<b><u># of Tardies Per Semester</u></b>	<b><u>Consequence</u></b>
1 <sup>st</sup>	Warning
2 <sup>nd</sup>	Warning
3 <sup>rd</sup>	Warning
4 <sup>th</sup>	Saturday School and any additional

### **Failure to serve Saturday School**

Failure to attend Saturday School will result in one day in ISS.

### **Compulsory Attendance**

Jones County School System authorities, in cooperation with other county agencies and courts, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. 20-2-690.1. Mandatory Attendance, which requires every parent, guardian, or other person residing in the state having control of any such age child or children between the ages of 6 and 16 must enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Jones County prior to their SIXTH birthday shall become subject to all provisions of the law. All students missing more than 5 unexcused days in Georgia are declared as truant by law.

All Jones County students are affected by and fall under the provisions of our attendance protocol which is stated as follows:

**Level 1: Two (2) unexcused absences** – School staff will contact parents/guardians and document the contact. Contacts may consist of email, phone call or letter.

### Compulsory Attendance continued...

**Level 2: Five (5)** unexcused absences – School staff will request for the parents/guardians to sign an Attendance Contract. School Staff may request for parent/guardian to sign an Attendance Contract during the Attendance Support Team meeting. The attendance Contract may be mailed to the student’s home address or given to the student for the parent’s/guardian’s signature.

**Level 3: Ten (10)** unexcused absences – The Executive Director of Student Services will schedule a Children in Need of Services (CHINS) Review meeting with the parents/guardians and the CHINS committee members at the Jones County Board of Education.

**Level 4:** If the student accrues additional unexcused absences after the CHINS meeting, the Executive Director of Student Services will provide data to the court(s) for judicial proceedings to begin.

Any parent, guardian or other person residing in Georgia who has control or charge of a child or children and who violates O.C.G.A. 20-2-690.1 shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to:

- A fine of not less than \$25 and not greater than \$100.00
- Imprisonment not to exceed 30 days
- Community service, or
- Any combination of such penalties, at the discretion of the court having jurisdiction.

### Custody Issues of Minor Children and School Attendance in Georgia

Compulsory school attendance law requires that minor children attend school in the school attendance area where their parents or legal guardian resides. Generally, this policy is self-explanatory and simple to apply provided the child resides with both parents in the same household or in the home of a third person with an order of guardianship. This policy may be difficult to apply when the parents are separated or divorced, or the child is residing with a third person (grandparent, brother, sister, uncle, or aunt) and the third person does not have an order of guardianship. Generally, a child’s residence is the residence of the parent possessing legal custody by order of a court or a third person possessing guardianship over the child by a court order. Absent a court order from the Superior or Juvenile Courts or Letters of Guardianship from the Probate Court, a non-custodial parent or third person may not enroll the child. In the case of parents who are divorced, or the parents have “relinquished custody” voluntarily or through court order, the following statute (Code Section. 19-2-4) applies:

- (a) If a minor child's parents are domicile (residence) in the same county, the domicile (residence) of that child shall be that of the parents. If a minor child's parents are divorced, separated, or widowed, or if one parent is not domicile (residence) in the same county as the other parent, the child's domicile (residence) shall be that of the custodial parent. The domicile (residence) of a minor child born out of wedlock shall be that of the child's mother.
- (b) Where a child's parents have voluntarily relinquished custody of the child to a third person or have been deprived of custody by court order, the child's domicile (residence) shall be that of the person having legal custody of the child. If there is no legal custodian, the child's domicile (residence) shall be that of his guardian if the guardian is domicile (residence) in this state. If there is neither a legal custodian nor a guardian, the domicile (residence) of the child shall be determined as if he were an adult.

By virtue of the court action in the divorce, the legal custody of the child(ren) remains the same unless subsequently modified by court order. Therefore, the school may not consider an agreement, in whatever form, including an affidavit, unless that agreement has been approved by the court and made into an order.

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## Clinic/Medication Rules & Procedures

### Clinic Rules

- No student will be seen DURING class time unless it is a medical emergency.
- Medication for minor issues will only be administered once in a school day without a note from a physician or a guardian stating how often to administer each day and a specific date range.
- Daily BP checks will only be done during lunch breaks unless a physician note is provided asking for it to be done at a different time.
- A parent/guardian will be called if a student is required to be seen more than once in a school day.



### Clinic Rules continued...

- A parent/guardian will be called if a student is seen 3 or more times in a week for the same concern or if the student is seen 10 times for the same issue no matter how long in between the complaint. (Exception will be for menstrual cramps) After parent/guardian contact, a note will be required showing that the student has been seen by a physician or a parent/guardian note stating that they contacted a physician regarding the concern before the nurse can treat the complaint again.
- A headache journal/log must be kept and completed by the student if they come to the clinic with frequent headaches. (Exception: student brings proof that they have been seen and treated by a physician for the headaches)
- Maximum dosage on medications will be as follows:
  - Tylenol: 650 mg
  - Ibuprofen: 400 mg (without a doctor/parent/guardian note requesting a higher dose)
    - Max dose with a note is 800 mg
  - Benadryl: 50 mg
  - Tums: 2 tabs per day

No medication will be administered if the student does not have a signed release on file from the parent/guardian. It is not the nurse's responsibility to call the parent/guardian to obtain consent for medication administration. Scheduled first morning medications need to be given at home prior to coming to school.

### Prescription and Over the Counter Medication Guidelines

Medications will **NOT** be transported on school buses. All medication must be brought to the school by the parent/guardian. The medications must be in the original prescription container (no baggies, foil, etc.). **Medications prescribed to be taken in the morning must be administered at home.** If a child must carry medications (e.g., inhalers for asthma, EpiPen, etc.), a written statement from the doctor **MUST** always be presented and kept on file. Please note do not ask your child to transport medicine. Drugs of any kind are dangerous in possession of children.

Medications to be given at school **MUST** be listed on the School Clinic Record, and on the Medical Authorization and Release form which is available from teachers and the school office. No prescription medication will be given at school without written signed consent from a parent/guardian. Verbal consent is **NOT** a valid form of communication when the safety of children is at risk. If a child is to receive medication for longer than 20 days, the Medical Authorization and Release form **MUST** be signed by the prescribing physician. It is the responsibility of the parent/guardian to inform the school of any changes. New medications or dosage will not be given unless a new form is completed. Medication is a parent's/guardian's responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication. Unused medication should be retrieved from the school office/Clinic within one week after the medication is discontinued; otherwise, the school will dispose of the remaining medication.

### School Illness and Injury

Sick students who are contagious **MUST NOT** be sent to school. To be considered non-contagious the student must be **fever free for 24 hours (below 100.4 degrees)** and have no **vomiting or diarrhea for 24 hours**. When a student becomes ill, the parent/guardian **MUST** arrange for the student to be taken home.

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### Counselor/Guidance Office Policies & Procedures

The counselor is available for every student, not just those who have experienced or are experiencing difficulties. The teaching staff works closely with the counselor to help support student success in school.

Should be students be concerned about school, getting along with friends, and other matters, working with the counselor will help them better understand themselves and others so they can cope realistically with everyday situations and/or problems.

Students may make appointments with the counselor before the school day begins. If they need to see the counselor during school, they must obtain teacher permission. Parents/guardians can contact their school counselor at any time.

### **Assignment Request**

Guidance counselors will assist parents/guardians in getting assignments for students who are ill for more than three days. Requested assignments cannot be ready until 3 p.m. the following day. Students could also contact a friend in the class who is willing to share class notes and return completed work to teachers.

### **College Day**

Seniors may use **3** days of school to visit a college or military branch, juniors may use 1 day. The college days and/or military days will be allowed when official documentation is presented to the administration or counselors.

*Note: No college/military day can be taken after May 1<sup>st</sup> or the day preceding the Jr. – Sr. Prom.*

### **Dual Enrollment**

Dual Enrollment is a program which allows high school students who meet college requirements to enroll in college classes while still in high school. Some Dual Enrollment classes are offered on campus while others are available on the college campus. Counselors can help advise students about the Dual Enrollment program. There is a required contract that must be signed by the student and parent/guardian that outlines the specific requirements and expectations for dual enrollment students.

*The registration deadline for the summer and fall term of 2021 is April 23, 2021.*

**There is NO summer school option for failed dual enrollment course work.**

Dual Enrollment students are not eligible for graduation until their graduation cohort graduates. Full time Dual Enrollment students must take at least three classes each semester/quarter. Part time Dual Enrollment students must have a combination of at least 6 segments between high school and Dual Enrollment classes. Numeric grades assigned for Dual Enrollment courses will be used for the high school transcript.

Letter grades assigned for Dual Enrollment courses will be converted to the numeric mid-point grade if a numeric grade is not provided. For example, an A in in Dual Enrollment course will be converted to a 95.

### **Hospital Homebound (H/H) Instructional Services**

Students suffering from chronic or long-term medical conditions, which impede a child's ability to attend school, may contact the school administration for information regarding eligibility requirements. A medical request form can be obtained from the principal or a school counselor. If a child is placed on homebound, he/she cannot attend any school functions.

### **Program for Exceptional Children**

Students in need of specialized instruction who qualify for assistance may be served through the Program for Exceptional Children (PEC). Children in this program are provided with an Individualized Educational Plan (IEP) designed to meet their special needs. Questions may be directed to the PEC Department at (478) 986-6580.

### **Program for Gifted Students**

The Jones County School System provides services for all qualified gifted and talented students in grades K – 12. The goal of the gifted program is to implement a differentiated curriculum based on the learning needs of the gifted and talented students.

A student may be referred for consideration for the gifted evaluation by any of the following sources:

- Teacher or other professional staff knowledgeable about the student
- Automatic referral based on standardized test results,
- Parents/guardians
- Student
- Peer

Evaluations are conducted annually. To obtain a referral form or to discuss the referral process, contact the gifted coordinator or principal. Eligibility for the gifted program is based on multiple criteria. Information for each child will be gathered in the areas of mental ability, creativity, achievement and motivation. When the information has been gathered, all information is reviewed to determine eligibility.

**Senate Bill 2:**

High School Postsecondary Graduation Option (HSPGO) allows students to earn a diploma after completing required high school classes in addition to approved specific college programs.

**Senate Bill 413: Section 5 Part 2 of Article 16 of Chapter 2 Title 20**

(e) Parental or a guardian’s 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.

**Summer School Program**

Jones County High School offers a unique and innovative eight-day summer school program for any student, grades 9 – 12, who completes a course during the academic year, but does not earn a passing score of at least 70. Any student with an overall final average of 66 – 69 in any required course for graduation is eligible to participate in the program. For each course taken, the student would attend three hours a day for eight days. The student would be exposed to a condensed, concentrated curriculum where he/she, with a good deal of effort, could make up the one to four points needed to pass the course(s). The eight-day summer school program will be treated as an extension of the second semester grading period. Therefore, summer courses must be taken in the same school year as the course failed. Courses offered include core English, Math, Science, Social Studies, and second year Foreign Language classes as well as Health and Personal Fitness. Eligible students can take a maximum of two courses per summer. Fee will be \$100 per course. No Senior Credit recovery will be offered prior to graduation.

Students with an overall final average of 60 – 65 will be eligible for the 12-day Summer School Program at Jones County High School. This program is 12 days long and consists of retaking the failed course on a computer program. If the course has a GMEOC, this test must be completed again as well. This grade is not an extension of the course as the eight-day summer school courses are, but rather a repeat of the entire course. The course will go on the student transcript two times with both final grades being averaged into the overall GPA. Courses offered include core English, Math, Science, & Social Studies. To be eligible for the 12-day summer school program, the student cannot have missed more than 30 days total in a year-long class or 12 days total in a semester-long class and must have a final average between 60 and 65. Fee will be \$200 per class. Eligible students can take a maximum of two courses per summer.

<b><u>8-Day Summer School</u></b> Final Average: 66 – 69	<b><u>12-Day Summer School</u></b> Final Average: 60 – 65
Registration May 31 & June 1, 2022	
June 6 <sup>th</sup> – June 16 <sup>th</sup> \$100 No attendance requirement	June 6 <sup>th</sup> – June 23 <sup>rd</sup> \$200 No more than 30 TOTAL absences in a yearlong class, 15 absences in a semester class

**Grading**

Grades are issued at the end of each semester on the student report card. Progress reports will be issued at 6 week, and 12 week marks of each semester.

**Grading System**

- |                 |                         |
|-----------------|-------------------------|
| A: 90 – 100     | Daily grades: 40%       |
| B: 80 – 89      | Test grades: 40%        |
| C: 70 – 79      | EOC: 20% of final grade |
| F: 69 and below |                         |
| INC: Incomplete | WD: Withdrawn           |

### **Make-up Work Policy**

Students can make-up any work missed during the absence within the designated timeframe. This includes Excused Absences (EXA) / Unexcused Absences (UXA) Suspension (OSS).

### **Redo Policy**

Students may redo a maximum of 6 daily assignments and 2 tests per semester course. For year long classes, students may redo a maximum of 12 daily assignments and 4 tests per year-long classes. Students must have completed the initial assignment. (For example, simply writing your name on the test or making random multiple-choice answers do not constitute the initial assignment.) Assignments must be scheduled for re-do within 5 school days of receiving the graded assignment. The higher grade (original or redo) will be the grade that will be recorded. Students who are present but do not attempt the assignment will not be eligible for redo.

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## **Testing**

### **Georgia Milestones End of Course (GMEOC)**

If the course requires a GMEOC, the student must take the test before credit is awarded. The GMEOC will count as 20% of the final grade. Students who score 80 or higher on a GMEOC may exempt the final exam in the course.

### **Testing Out**

Per School Board Policy- JBC (4) - Eligible students may earn a maximum of 3 course credits by scoring at the **distinguished learner** level on a state GMEOC prior to taking the course. For more information contact the testing coordinator, Dr. Jeremy Dockery.

### **End of Pathway Assessment (CTAE Program)**

All students will be required to take the End of Pathway Completion Assessment (EOPA) upon completion of three (3) courses in a given CTAE program of study as mandated by GaDOE. Students who are scheduled to take an EOPA but do not take the test will be charged for the cost of the exam. The cost of these exams varies depending on the pathway.

### **AP/PSAT**

Students who register to take an AP exam or the PSAT but do not take the test will be charged for the cost of the exam and/or any applicable unused test booklet fees.

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## **Graduation Requirements**

In order to receive a high school diploma, students must meet all course requirements listed below.

Core Requirements:

- 4 English
  - 4 Math
  - 4 Science
  - 3 Social Studies
  - 1 Health & Personal Fitness (1/2 credit each)
  - 3 Courses from CTAE, Foreign Language, or Fine Arts
  - 4 Elective courses
- 
- 23 Total to Graduate**

**Students MUST graduate with the cohort year based on original 9<sup>th</sup> grade entry date.**

<u>Grade</u>	<u>Credits</u>	<u>Years in HS</u>
10 <sup>th</sup>	6	2
11 <sup>th</sup>	11	3
12 <sup>th</sup>	17	4
Total to graduate		23

For example: a 2<sup>nd</sup> year high school student will not be classified as an 11<sup>th</sup> grader; regardless of the number of earned credits.

**Placement and Promotion**

Students entering Jones County Schools from private or home study schools will be evaluated to determine appropriate placement. Initial placement is temporary until such assessment is completed. Grade placement will be determined by the overall academic and social progress of the student, with emphasis placed on the mastery of reading and math skills. Local and state requirements for promotion are followed in deciding appropriate grade placement.

**Curriculum**

The JCHS instructional program is based on yearly (1 unit) and semester (1/2 unit) classes. Juniors who have earned 14 credits by the end of sophomore year are eligible to have a 6 period day if desired. Seniors who have earned 19 credits by the end of their junior year are eligible for a 6 period day if desired.

**Credit Earned**

A Jones County student (9 – 12) can earn no more than (10) core credits in one calendar school year. Students MUST graduate with the cohort year based on original 9<sup>th</sup> grade entry date.

Credits may be earned through Georgia Virtual School, Ingenuity, or other approved programs. Principal or designee must approve prior to enrollment for any credits attempted from any provider other than the Jones County School System.

**Credit Recovery**

Refers to an instructional program for students to gain credit in a course that the student has previously taken and failed. This program is self-paced and internet based without direct instruction from a certified teacher. Program is at your own pace; however, the course work must be completed in an allotted timeframe. Credit Recovery courses are limited to seniors or juniors eligible to graduate. This program is part of the normal school day and is not part of the summer school program.

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**Honor Graduates, Valedictorian, Salutatorian**

**GPA**

The GPA will be computed by dividing the sum of all semester numerical grades earned by the total number of semester grades taken. All GPAs will be computed to two decimal places for academic average and class rank. For more information on GPA please see your guidance counselor.

**HOPE GPA – Calculation**

All grades are numeric.

Numerical grades are converted to a true 4.0 scale by Georgia Student Finance Commission.

$$A (90 - 100) = 4.0$$

$$B (80 - 89) = 3.0$$

$$C (70 - 79) = 2.0$$

$$F (0 - 69) = 0.0$$

The Georgia Student Finance Commission (GSFC), the administering agent of HOPE GPA calculations, includes only core academic courses. HOPE GPA is then calculated using the 0.0 – 4.0 scale. This adjustment causes the HOPE GPA to differ from the cumulative high school GPA. Students will need to complete 4 HOPE Rigor courses in addition to the required GPA for HOPE/Zell Miller scholarship. Contact the grade level counselor to discuss HOPE Rigor courses offered at JCHS.

**All class grades are unweighted. AP and Dual Enrollment classes will NOT have points added to final averages.**

### **Selecting Honor Graduates, Valedictorian, Salutatorian**

- **Class of 2021 and after:** Selection of honor graduates shall be based on academic standings figured on grades earned in English, Mathematics, Science and Social Studies courses which meet graduation requirements, foreign language courses and 3<sup>rd</sup> year pathway completion courses obtained during freshman, sophomore, and junior years and the first semester of the senior year. Each student, whose grade point average equals 90.00 or higher on the above listed courses, without rounding, will be designated as an Honor Graduate.

Honor Graduates will have the opportunity to earn honors at 3 levels:

1. Summa Cum Laude:
  - a. Earn credit in a minimum of 5 Advanced Placement or Dual Enrollment classes and a total of 10 Advanced Placement, Dual Enrollment or Pre-AP classes and have a minimum of a 90.00 without rounding on core classes required for graduation, foreign language and 3<sup>rd</sup> pathway completion courses.
2. Magna Cum Laude:
  - a. Earn credit in a minimum of 3 Advanced Placement or Dual Enrollment classes and a total of 6 Advanced Placement, Dual Enrollment or Pre-AP classes and have a minimum of a 90.00 without rounding on core classes required for graduation, foreign language and 3<sup>rd</sup> pathway completion courses.
3. Cum Laude:
  - a. Earn credit in a minimum of 4 Advanced Placement, Dual Enrollment or Pre-AP classes and have a minimum of a 90.00 without rounding on core classes required for graduation, foreign language and 3<sup>rd</sup> pathway completion courses.

At the end of the second semester, using the semester average, grades will be calculated to identify any additional students who meet the above criteria for the purpose of naming each deserving student as an honor graduate. Those students identified as honor graduates at the end of the second semester will not be included in any recognition programs or honors ceremonies that occur prior to graduation, nor will the honor graduate designation be included and/or noted in the graduation program. However, these honor graduates will be recognized at the graduation ceremony and provided necessary honor graduate identification items, such as honor cords.

Post-secondary grades shall be included for class rankings and honor graduates using the current transfer of credits listed in Board policy JBC (4).

#### **Selection of Valedictorian and Salutatorian**

1. The valedictorian shall be the Summa Cum Laude honor graduate with the highest academic standing after the first semester of the senior year.
2. The salutatorian shall be the Summa Cum Laude honor graduate with the second highest academic standing after the first semester of the senior year.
3. The third and fourth honor positions will be the Summa Cum Laude honor graduates with the third and fourth highest academic standing after the first semester of the senior year.
4. In the event of a tie, the following criteria, evaluated in order as necessary, shall be used in determining Valedictorian, Salutatorian, Third, and Fourth honor positions:
  - a. Number of Advanced Placement courses and/or Dual Enrollment successfully completed with a grade of 90 or above.
  - b. Highest Scholastic Aptitude Test (SAT) score.
  - c. Highest Scholastic Aptitude Test (ACT) score, (used if both students do not have SAT scores).
  - d. If ties cannot be broken by the means listed, a committee will then determine the honor recipients.

### Zell Miller Scholarship

Students must have a 3.7 GPA and have scored a set number on the SAT or ACT in one sitting. Please see the Georgia Futures website for additional information. (www.gafutures.org)

The Jones County Board of Education recognizes the importance of obtaining the distinction of being an honor graduate from high school therefore; they establish the following procedures for selection of honor graduate at Jones County High School.

To obtain the status of **Honor Graduate**: A student must attend a school which possesses a Georgia or Southern Association of Colleges and Schools (SACS) accreditation or a state or national equivalent for eight (8) semesters.

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## **Student Driver's Information**

### Teenage and Adult Driver Responsibility Act (TAADRA)

The Teenage and Adult Drives Responsibility Act (TAADRA), requires that all applicants under the age of 18 must be enrolled in and not expelled from a public or private school in order to receive and maintain a Georgia driver's permit/license. A Certificate of School Enrollment is required to obtain a driver's permit or driver's license. The Certificate of School Enrollment form may be requested at the Attendance Office of your student's high school. Additionally, TAADRA requires all applicants under the age of 18 to complete and pass an alcohol and drug course. This requirement is embedded in the Health class. For additional information on the TAADRA, contact the Attendance Office.

### Student Parking Permits

Any student driving to school must have a parking permit in order to drive and park on school campus. The decal must be displayed from the rearview mirror, facing the front windshield at all times. The parking decal can be used for up to (3) vehicles. If the student wishes to add additional vehicles, they must purchase another parking decal.

- **Permits are \$35.00**
- **After March 2<sup>nd</sup> of the current school year permit are \$20.00**
- *Replacement decals will cost \$15.00.*

To purchase a parking permit:

1. **A parent/guardian must be present with the student at the time of purchase.**
2. The student must have:
  - a. valid driver's license
  - b. car insurance
  - c. tag number of the vehicle they are driving

**Students attending the Jones County Achievement Academy are not permitted to drive to school.**

### Designated Student Parking

Student will park in designated student parking area and in their numbered spot that corresponds with their parking decal number. Students are not allowed to park in front of school (flagpole) or behind the school without permission.

### Unexcused Tardies/Parking Privileges

Drivers who accumulate 5 or more unexcused tardies to school will have his/her parking permit revoked for the remainder of the semester. Students will be required to purchase a new parking permit at a cost of \$30.00 if they wish to have their parking privileges reinstated at the beginning of the following semester.

### Consequences for infractions related to vehicles and designated parking areas

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Warning  |
| 2 <sup>nd</sup> Offense | \$10.00 fine   |
| 3 <sup>rd</sup> Offense | \$20.00 fine   |
| 4 <sup>th</sup> Offense | Revocation of Parking Permit for a minimum of 30 days. |

### **Vehicle Search**

Students must leave vehicles and parking lot areas immediately upon arrival at school. At school dismissal students must leave the parking lot immediately after school. Loitering in the vehicle or in the parking lot is not allowed and could result in revocation of parking privileges. **Students are not allowed to return to their vehicle during school hours without permission from an administrator.**

Any student driving to school must have a parking permit to drive and park on the school campus. The parking decal must always be placed on the rear-view mirror facing the front windshield.

1. Student vehicles located in the school parking lot may be searched during the school day.
2. If a student parks in another student's numbered parking spot, the student will receive 3 days of ISS for each violation. (**This infraction will not include any warnings, it may include fines for repeated offenses.**)
3. Students must park in the parking slots on the fieldhouse side of the yellow lines. No student vehicles can park between the yellow line and the curb closest to the building.
4. The student driver (and any passengers) must exit the parked car within five minutes of arriving on campus and leave the parking lot.
5. Students will not be allowed to visit the parking lot during the school day unless given permission from a school administrator.
6. Once a student finishes their classes on the JCHS campus, they can report to the parking lot and leave campus. Students may not linger or hang around the parking lot waiting for friends/relatives to join them at their car.
7. Once the student leaves campus for the day, they cannot re-enter the student parking lot. If you need to pick up a friend/relative, that can be accomplished by picking them up in the parent-pick-up area.

\*\*If any of the above rules are not observed by the student driver, they can have their parking privileges revoked for a period of not less than 30 school days.\*\*

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### **Career, Technical, and Agricultural Education Program (CTAE)**

The Jones County School system offers the following career and technical education programs in grades 9 – 12.

- Agriculture
- Audio/Video Technology & Film
- Business & Computer Science
- Construction
- Education
- Engineering
- Family & Consumer Science
- Healthcare Science
- Information Technology
- JROTC
- Marketing Sales & Services
- Welding (Dual Enrollment)

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Mrs. Laura Rackley, CEO/Executive Director of College and Career Programs  
339 Railroad Street  
Gray, GA 31032  
(478) 986-5444  
laurarackley@jones.k12.ga.us

These programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Inquiries regarding nondiscrimination policies should be directed to:

Dr. T. Killen, Title IX Coordinator  
125 Stewart Avenue  
Gray, GA 31032  
(478) 986-3032  
tkillen@jones.k12.ga.us



## **Media Center Policies & Procedures**

All students will have access to the materials found within the Media Center. Each student will be assigned an ID number to be used at the time of check out. Parent(s)/Guardian(s) will be responsible for any books or materials that their child might lose or damage.

### **Mission of the Media Center**

The mission of the Jones County High School Media Center is to encourage academic success and excellence by providing collaboration, instruction and assistance to both the students and the staff; support the curriculum, teach information literacy, and promote reading. In partnership with teachers, the school library media program empowers students to be enthusiastic readers, critical thinkers, skillful researchers, life-long learners, and ethical users and producers of information in a global society.

### **Purpose of the Media Center**

The media center is dedicated to assisting students to become independent, effective researchers and users of information, to become critical thinkers, capable users of technology, and successful communicators. The media center is the keystone for curricular needs with resources and expertise that support and enrich the high school curriculum while also promoting and providing for students' recreational reading.

### **Goals**

- Ensure learners will be able to independently inquire, think critically, and gain, create, and share knowledge.
- Inspire a life-long desire to learn
- Provide real & virtual access to appropriate, high-quality resources and services during and outside the school day.
- Offer accessibility to a comprehensive collection of materials that support and extend our students information, recreational and cultural needs.
- Support all educators in the design and implementation of curriculum
- Facilitate professional development for the learning community
- Provide opportunities for patrons to interact with diverse peers while involved in a range of media literacies beyond basic reading giving patrons models for navigating an information – rich world.

### **Visiting the Media Center**

The Media Center is open at all times throughout the instructional day. Availability for general or reserved use will be based upon scheduled reservations by the classroom teacher. If classes or meetings are being conducted in the Media Center, general admission for individuals will be limited. The Media Center is open daily from 7:15 AM to 4:00 PM.

### **Student Sign in Procedures**

Students who come to the Media Center unaccompanied by a teacher must have a pass from the teacher and electronically sign in/out at the Student Check-In Station. The teacher's pass must state the purpose of the student's visit, the date, and time.

### **Circulation Procedures**

Students may check out two books at a time for 10 school days unless they have overdue or lost books. Students are allowed to renew books but must present books at the time of renewal.

### **Overdue and Lost Materials**

If a student has an overdue book, additional materials may not be checked out until the item is returned and fines are paid. An overdue fine of \$.05 per day, per item, will accrue until overdue materials are returned. If materials are lost or damaged, the student/parent/guardian will be responsible for paying for replacement costs. Replacement costs include the cost to replace the material(s) at the time of purchase. Overdue notices will be given to homeroom/1st period teachers to distribute to students who have fines. All Media Center fines must be paid in full prior to graduation.

### Privacy Policy

We respect our patrons' privacy. It is the policy of the JCHS Media Center that patron circulation information be kept confidential. Media staff will not provide patron information to anyone but the patron themselves (e.g. library staff will not tell a patron the name of another patron who has checked out a particular resource).

### Internet/Wireless Access

Each JCHS student is provided with a username and password to access the internet/wireless network for the purpose of furthering educational goals, objectives, and instructional programs of the school. Students must comply with the **Acceptable Use Agreement/BYOD Parent/guardian Permission Form** as published in the JCHS handbook. Internet filters have been put in place to block inappropriate sites. These perimeters are in place for the protection and safety of our students. Any attempt to override these filters or use personal data to access websites that are otherwise blocked on JCSS property will result in disciplinary action.

### Student Storage/Communication

Each student is provided with a Microsoft Office 365 account that includes access to One Drive. Student work should be stored in One Drive so it can be accessed from any device.

### Personal Devices

All privately purchased, personally owned devices such as cell phones, iPads, iPods, tablets, laptops, etc. are the sole responsibility of the owner. **JCHS is not responsible for lost, stolen, or damaged devices.** If a device is stolen or damaged, the situation will be handled through the administrative office similarly to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged. Students are expected to use the JCSSBYOD network at all times while on school property. In accordance with the Children's Internet Protection Act (CIPA), only the Jones County Wi-Fi provided by the school should be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters should not be used to access outside Internet sources at any time. Social networking and inappropriate sites are strictly prohibited. **Be advised that your device(s) can be subject to search and seizure by law enforcement whereby State and Federal laws apply.**

### Printing Fees

There is a charge of ten cents (\$.10) per page for black and white prints and twenty-five cents (\$.25) per page for color prints. All printing must be paid for at the time of printing.

### Copy Fees

There is a charge of ten cents (\$.10) for black and white copies/prints and twenty-five (\$.25) per page for color prints.

### Student Conduct

Students are expected to be engaged in quiet, productive activities while visiting the Media Center. Students are expected to follow instructions from staff, be courteous, show consideration, and respect the rights of others in the Media Center. Consequences of inappropriate behavior will result in a loss of privileges or a referral to the office.

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## **Positive Behavior Intervention Supports (PBIS)**

The Positive Behavior Interventions and Support (PBIS) initiative incorporates effective teaching, positive rewards, positive reinforcement, consistent procedures and rules, and logical consequences to teach students appropriate behavior necessary to be successful in school and throughout life. Faculty and staff must proactively teach, reinforce, correct, and supervise student behavior. All students are expected to be Respectful, Responsible, and Safe. The Greyhounds Expectations Matrix can be found at the front of the handbook.

## **JCHS Student Honor Code**

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As a Jones County High School Student, I accept both the responsibilities and the consequences for the freedom to make choices, and I understand I am accountable for the following code:

1. I will refuse to tolerate dishonesty. I will not participate in, encourage, or condone cheating, lying, plagiarism, or stealing.
2. I will exhibit the desire and effort necessary to achieve academically, and I understand that no other activity takes priority over learning at Jones County High School.
3. I will show respect to other students, teachers, and staff through my behavior, speech, and sportsmanship.
4. I will be a proud representative of my school both on and off campus.

## **Authority of the Principal**

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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 the code of conduct, 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 policies or procedures.

In cases of misbehavior not covered in this policy, the administration, under the direction of the principal and the superintendent, may enact corrective measures which are in the best interest of the school and the students involved.

## **Determination of Disciplinary Action**

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The purpose of the Jones County School District is to operate each school in a way that will provide for the welfare and safety of all students who attend Jones County schools. The Jones County Board of Education recognizes that it is the job of every teacher to provide high quality, differentiated instruction for every student and to establish a positive learning environment where mutual respect and responsibility are evident, and the job of every school to create an environment that supports high-quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The disciplinary process set forth in the Code is intended to be instructional and corrective, not punitive. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. The suspension shall be used as a last resort unless mandated by the severity of the infraction. All students shall be entitled to receive due process in disciplinary reassignment, long term suspension, and expulsion. Moreover, students shall be entitled to appeal the issuance of certain intervention or consequences, as provided herein. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Student Behavior Code.

The Student Behavior Code is effective during the following times and in the following places:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function, or event, and while traveling to and from such events;
3. In route to and from school in vehicles provided for student transportation by the school system.

### **Determination of Disciplinary Action continued...**

Also, 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.

Each classroom teacher will deal with disruptions by taking in-class disciplinary action, by making personal contact with the parent(s) or guardian when feasible, and/or by scheduling a conference with the parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the administration. Failure to bring a notebook, pencil, books, or required materials and equipment to class is not cause for disciplinary referrals; however, defiance of a teacher to these areas is cause for a disciplinary referral. The teacher of students who consistently exhibit poor work habits should notify parents and guardians.

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## **Progressive Discipline**

Jones County High School believes that every student has the right to learn, and every teacher has the right to teach. Jones County High School practices a school-wide progressive discipline plan, which is based on communicating clear behavioral expectations to students and following up with defined consequences and rewards. The result is a proactive, child-centered behavioral management plan that creates a safe and caring environment for the students and staff. This plan is intended to protect the rights of all students. Any time a student has violated and/or threatened the rights of others, he/she will be disciplined and may be recommended for suspension or expulsion depending on the level of the offense.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with an administrator or guidance counselor
- Loss of privileges
- ISS (In School Suspension)
- Restitution
- Temporary removal from class or activity
- Notification of parents/guardians
- Parent/guardian conference
- Detention/Saturday School
- Suspension/Loss of Driving Privileges
- Chronic Discipline and Behavior Correction Plan
- Temporary placement in an alternative education setting
- Short-term suspension
- Referral to a Tribunal for long-term suspension or expulsion (OCGA 20-2-750)
- Suspension or expulsion from the school bus
- Referral to law enforcement or juvenile court official: Georgia law requires that certain acts of misconduct will be referred to the appropriate law enforcement 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 permanent expulsion, but those punishments will be determined only by a disciplinary tribunal or by the Board of Education as outlined in Jones County Board of Education policies.

Parents/guardians or students may elect not to contest whether a student has violated the Student Behavior Code. They may also choose not to contest the appropriate discipline. In such cases, an agreement may be negotiated which would include the parents/guardians or students waiving a right to a hearing before a disciplinary tribunal. The chairperson of the disciplinary tribunal must also approve such an agreement and waiver.

**Jurisdiction of the Board of Education**

Per Jones County Board of Education policy, each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student-learning environment and which will comply with state law and State Board of Education Rule 160-4-8.15. Each code shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way to facilitate a learning environment for themselves and other students. The standards should also be designed to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by the Jones County Board of Education and to obey student behavior rules established at each school within this school district.
2. Student support processes designed to consider, as appropriate considering the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems.
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors while ensuring that each student receives the due process mandated by federal and state law.
4. Parental or guardian involvement processes designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to express freely their concerns about student behaviors which detract from the learning environment.
5. Due process will include appropriate hearings and reviews, and in all cases, the rights of individuals will be ensured and protected. Hearings for long term suspension or expulsion will be formally conducted following the procedures mandated by the Jones County Board of Education. Disabled students will be disciplined by local policies and in accordance with the Individuals with Disabilities Education Act (IDEA), American Disabilities Act (ADA), and Section 504.
6. A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to act relative to this Constitution, the laws of the State of Georgia, and the policies, rules, and regulations of the Jones County Board of Education. All students are required to report any misconduct of any nature to a teacher or administrator.

**Bullying/Harassment**

The Jones County Board of Education takes bullying and harassment seriously. As a school community, we believe all students can learn in a safe school environment. Therefore, behavior that infringes on the safety of students will not be tolerated. To carry out our duty of providing all students with a safe environment in which to learn, grow and develop, we are committed to continually reviewing and implementing practices that will create a positive learning environment

**Bullying Defined Per O.C.G.A. 20-2-751.4**

An act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. As used in this Code section, the term "bullying" means an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

**Bullying Defined Per O.C.G.A. 20-2-751.4 continued...**

- a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of “**Cyberbullying**” which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication:

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

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

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

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

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

**Reporting a Bullying Incident**

A parent, guardian, student, or citizen who has a bullying or harassment concern should notify (verbally or in writing) an administrator, school counselor, teacher, bus driver, or other personnel at the school as soon as practicable but preferably within 30 days. After the concern has been submitted, the principal, assistant principal, or principal's designee will launch an investigation, and the parents/guardians of all parties will be notified within three school days after the completion of the investigation.

**Drug-Free School**

The use or possession of narcotics, alcoholic beverages, or stimulant drugs on school property, or in any vehicle while such vehicle is being used to transport students for the school system is prohibited. Attendance at school events while under the influence of intoxicants is prohibited.

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind:

### **Drug-Free School continued...**

- On the school grounds during and immediately before or immediately after school hours.
- On the school grounds at any other times when school is being used by any school group.
- Off the school grounds while at a school activity, function or event, in route to and from school.
- Off the school grounds while the student attends at school activities or is otherwise subject to jurisdiction of school authorities.

Teachers and staff members are required by Georgia Law to report incidences of student drug use to an administrator. The principal shall notify the parents/guardians and any appropriate child welfare agency, including law enforcement. Persons making such reports are immune from civil or criminal liability when the report is made in good faith. Any person in violation of the provisions explained above will be suspended from school and referred to a Disciplinary Tribunal Hearing.

### **Drug Searches**

Random/unannounced school-wide drug searches are conducted by the school with assistance from local law enforcement agencies.

### **Gang Policy**

The Jones County Board of Education recognizes that gangs and gang-like activities can substantially interfere with student and employee productivity; therefore, it is dedicated to preventing the influence of such groups and activities in the schools and will accept a zero tolerance for such activities. Gangs are described as clubs, groups or organizations of limited membership, which advocate, engage or participate in unlawful acts such as intimidation, violence or destruction of property. Membership in or affiliation with gangs shall not be permitted. Criteria, which can serve to identify gang membership affiliation, include, but are not limited to the following: admission of gang affiliation, documented information on gang membership, information from known gang affiliation, admission of former membership and continued association, photographs indicating gang association, and/or association with gang members. Wearing of any insignia, uniforms, any means of gang identification and/or making or using any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted. No student shall use his or her gang membership or affiliation to threaten, intimidate, or harass verbally or physically other students or employees of the Jones County Board of Education. Any student who violates this policy shall be subject to discipline, which may include suspension and/or expulsion from school

### **Hazing or Initiations**

Hazing for initiations into clubs, activities or for any reason is not allowed. In many instances, hazing is a form of harassment and is a violation of Federal Law.

### **Weapons Act**

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

Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11- 121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

**Weapons Act continued...**

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

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

**Student/Employee Sexual Harassment Policy**

All persons associated with the school system including the Board, the administration, the staff, and the students are expected to conduct themselves at all times to provide an atmosphere free from sexual harassment. Any person who engages in such harassment will be in violation of this policy. There will be zero tolerance of sexual harassment. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

O.C.G.A. 20-2-735 encourages parents/guardians to inform children of criminal penalties for sex and other crimes. To that extent, the Georgia General Assembly has required that all parents and guardians shall be encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**Reporting Regulations/Requirements**

Any teacher or other person employed at any public or private elementary or secondary school that has reasonable cause to believe that a student at that school has committed any act upon school property or at any school function, which is prohibited by any of the following:

1. relating to aggravated assault if a firearm is involved
2. relating to aggravated battery
3. relating to sexual offenses
4. relating to carrying weapons at school functions or on school property or within school safety zones
5. relating to the illegal possession of a pistol or revolver by a person under 18 years of age
6. relating to carrying deadly weapons at public gatherings
7. relating to possession and other activities regarding marijuana and controlled substances

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct regarding weapons and possible disciplinary actions.

Any person participating in the making of a report or causing a report to be made as authorized or required...shall be immune from any civil or criminal liability that might otherwise be incurred or imposed, providing such participation pursuant to this Code section is made in good faith. Any person required to make a report pursuant to this Code section who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

**Disruption or Interference with Operation of Public Schools (§20-2-1181)**

It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public-school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.



## **Dress Code Defined**

The Jones County Board of Education adheres to the philosophy that the quest for individuality should not infringe on the rights of others. This Board acknowledges that styles of dress and customs continually change. All current styles are not acceptable for school wear; therefore, dress regulations are to be the subject of periodic review and/or modifications. The adoption of a dress code should be founded on the premise of wholesome attitudes relative to the appropriate grooming and manner of dress. Rather than itemize all “dos and don’ts”, the Board sets the following parameters.

Apparel or accessories bearing patches, emblems, drawings, or writings are significant dress factors. Those listed as inappropriate are ones that exploit or identify with drugs, alcohol, tobacco, gangs, sex, controversial issues, or have suggestive wording and/or designs. Bandannas are prohibited. Apparel or accessories which may incite others to violence or disruptive behavior must not be worn.

- Blouses/dresses/tops/t-shirts must be constructed so that the top of the shoulder is covered and is fitted under the arms; as well as when arms are raised, skin around midriff and lower back area must not be exposed. Bare-shouldered, low cut, and crop tops of any type will not be allowed, including but not limited to:
  - Halter-tops
  - Spaghetti straps
  - Straps must be 2 or more inches wide
  - Strapless tops
  - Tank top or shirt style:
    - Jerseys,
    - Undershirts, or
    - Those that are cut down the sides
- Costume attire or accessories including masks.
- Extremely oversized garments are not permitted for safety reasons, including but not limited to:
  - Lab coats
  - Trench coats
- Form fitting garments must be worn with an outer garment that otherwise meets all dress code requirements including length such, including but not limited to:
  - Bicycle pants
  - Tights
  - Aerobics outfits
  - Yoga pants
  - Leggings/Jeggings
  - Body suits
- Hats or other head coverings are prohibited for all students, both male and female, unless required for documented health or religious reasons. Head coverings not permitted include but not limited to:
  - Bandanas
  - Baseball caps
  - Combs
  - Do-rags
  - Hats
  - Head wraps
  - Hoods (outside only)
  - Stocking caps
  - Sweatbands
- If makeup is worn, it should reflect good taste and should not disrupt instruction.
- Jumpers/Overalls require a blouse or shirt.
- Oversized earrings can prove hazardous during physical activities and are strongly discouraged.
- Pajamas/lounging pants are not permitted
- Pants must be worn at the natural waistline
- Sagging or oversized pants are not permitted.
- See-through outer garments are worn (i.e., Very sheer or net shirts) another shirt must be worn.
- Shoes are to be worn. Shoes not permitted included but not limited to:
  - Bedroom shoes, or slippers
  - Shower type flip flops
  - Shoes that could damage floor surfaces
- Skirts, shorts, or dresses (including any splits or slits) cannot be shorter than 3 inches above the knees in both the front and back.
  - This includes pants/jeans with cutouts, holes, tears that reveal skin more than 3 inches above the knees.
- Undergarments must not show

**ANY STUDENT THAT IS IN VIOLATION OF THE DRESS CODE POLICY WILL BE ASSIGNED A SATURDAY SCHOOL AND SENT TO ISS IF THEY CANNOT IMMEDIATELY CORRECT THE ISSUE.**  
**FINAL APPROVAL OF ANY QUESTIONABLE DRESS AND ENFORCEMENT OF THIS CODE IS LEFT TO THE DISCRETION OF THE SCHOOL ADMINISTRATION.**

### **Identification Badge**

This is your official school identification for purposes of identification and security. **It must be produced upon request AT ALL TIMES during school hours.**

- If a student loses his/her ID during the day, he/she must report to the media center and get a replacement at the time of the loss. There is a \$5.00 charge for each replacement ID. Replacement Lanyards will be \$1.
- This card is valid only while attending Jones County High School and must be surrendered upon termination of your affiliation with the school or at the end of each school year.
- This card may not be loaned to another student or person. Wearing another person's card is considered false information.
- No decals, stickers or other alterations are allowed on the front of the ID.
- If a student reports to school without his/her ID, he/she will receive an ID violation slip and a temporary ID sticker. The temporary ID Sticker must be worn on the upper left chest.

### **Electronic Device Policy**

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**JONES COUNTY HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ELECTRONIC DEVICES BROUGHT ON CAMPUS!!**

**\*\*Headphones of any type will not be covering the ears, draped around the neck or visible during the school day. The school day is defined from the time you arrive on campus until the bell rings at 3:15.\*\***

Definition of Electronic Communication Devices (ECD). ECD includes but is not limited to the following: cell phones, headphones, earbuds, Smart Watches, video and musical devices, cameras, Bluetooth's or any other ECD. They are considered a distraction to instruction. **Students are not permitted to use ECD including headphones during instructional time unless under the direction of the teacher for a specific instructional purpose.**

A student will be considered in violation of the ECD policy if he/she is using an ECD during instructional time when not directed to do so by a teacher. All (ECDs) must be silenced during the school day.

In addition, no student shall photograph, videotape, record, reproduce, capture, transmit, upload via any (ECD), another student, staff member or test/class information while on district property, without the expressed prior permission of the student or staff member. Students are prohibited from using ECDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated (JCBOE- Harassment, Intimidation or Bullying).

For the purpose of this (ECD) policy, the school day begins when the student arrives on campus and continues until the **final dismissal bell at 3:15 p.m.** Violations of this Policy: School administrators shall handle violations of this policy in accordance with the rules specified in the Student Handbook.

**Students should not use earbuds/headphones in hallways during class changes or at any time in the cafeteria. Speakers are not allowed.**

### **Consequences**

The principal, or his/her designee, will confiscate the electronic device **ONLY** for unauthorized use during instructional time. Confiscated devices will be placed in the school vault.

- The electronic device will only be released to the student's parent/guardian any school day.
  - Monday – Friday: 7:30 am – 4:00 pm.
- **Refusal to turn device over to a teacher:** 1-day ISS (In School Suspension)
- **Refusal to turn device over to an administrator:** 3-days ISS

Any and all unclaimed electronic devices including cell phones will be donated to charity after the last day of school. Administration will not be responsible for unclaimed items at the end of the school year.

## Formal Disciplinary Actions and Procedures

The Jones County Board of Education recognizes the need to improve the student-learning environment by improving student behavior and discipline. Board of Education Policy 1002-P-1 describes how students are always expected to conduct themselves. A copy of the policy is available in the school Media center, Principal's office, and at the Jones County Board of Education office. A copy of the student Code of Conduct/Discipline Plan is printed in this handbook.

1. Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items.
2. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.
3. Students should be aware that any adult employee of the Jones County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instruction and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.
4. The discipline code applies to students:
  - a. Who are on the school grounds during, immediately before or immediately after school.
  - b. Who are on the grounds at any other time that the school is being used by school groups.
  - c. Who are off the school grounds at a school activity, school function or event.
  - d. Who are at the designated bus stop or in route by bus to and from any school function.
5. The school system reserves the right to punish behavior which interferes with order and discipline in the school, even though such behavior is not specified in the school's discipline code.
6. School administrators possess the authority to enact a behavioral contract, initiate SST, peer mediation, counseling, or other behavioral plans with students at any time deemed necessary for enhancing desired behavior.
7. In addition to the disciplinary procedures for conduct violations at school, bus conduct violations will be handled by the administration. Bus drivers handle minor offenses and report offenses in writing to the administration in accordance with school procedures. Bus drivers may do the following:
  - a. Verbal warning
  - b. Conference with student
  - c. Make Parental or Guardian contact
  - d. Assign seats

### Behavior Expectations

1. Be on time to class. Warning bells will sound to remind students that they should already be on way to class.
2. Leave the walkways clear for traffic. Stopping to talk in the center of hallways blocks traffic and makes other students late.
3. WALK to your destination. Running endangers you and others. Always walk on the right-hand side of the hall.
4. Take care of your textbooks and other school materials. Marking on books, desks and walls shows lack of respect for property. You are responsible for repairs to any property you damage.
5. Wait in lines and keep your hands to yourself.
6. Be respectful toward adults and other students. Inappropriate language, inappropriate displays of affection, rowdiness, and disturbing others are not acceptable behaviors on campus or during school activities.
7. Ask for help. Fellow students and teachers can assist you when you are unsure of the correct procedure or the proper place to be.
8. Get permission and a pass when going to the counseling office, the media center, the restroom, or anywhere on campus. During a class period, you should be in your assigned class or have a pass to your destination.

9. Students should not use cell phones, digital music devices computerized games, CD players, or video cameras during instructional hours. Students may use these devices in the cafeteria and blacktop areas before school and during their assigned lunch period. If a violation occurs, the device will be taken up and placed in the school vault and may be picked up by a parent or guardian. Students are only allowed to use personal computers for instructional purposes.

#### **10. STUDENTS ARE TO LEAVE SCHOOL IMMEDIATELY WHEN THEIR SCHEDULED CLASSES END.**

The following is a suggested list of conduct that could lead to disciplinary action. The purpose of these standards is to create an atmosphere that promotes the best possible learning environment. Nothing herein is intended to restrict the exercise of legitimate First Amendment Rights.

Not all acts of misconduct can be itemized in this section. The following is a list of some of the main areas of conduct which may lead to disciplinary action:

- Stealing, causing damage to, or destruction of school or private property on school grounds or during a school activity off school grounds is prohibited. A student shall not possess, sell, use, or transmit stolen property.
- Causing or attempting to cause physical injury or harm to any student, teacher, other school employee, or visitor on school grounds or during a school function or event.
- Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
- Involvement in any conduct on the school premises or during a school function or event that violates local, state, or federal law, where such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, other employees, or visitors.
- Refusal or failure to comply with state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.
- Repeated violation of any rules or regulations governing school conduct.
- Subject to the lawful exercise of First Amendment rights, participating in any activity which disrupts or interferes with, or is likely to disrupt or interfere with any school function, activity, or purpose **including participation in a “Senior Prank”**.
- The Jones County Board of Education takes a position that restrooms are to be kept clean and serviceable. No loitering or misuse of restrooms will be tolerated. **BE USING OR BE MOVING.**
- Students are to keep traffic flowing in hallways. **Students are not to congregate around lockers, doorways, water fountains, or bathrooms**. They are to be polite to others trying to move in the hallways.
- Eating or drinking is allowed only in the lunchroom or outside. **No eating in halls/classrooms.** Drinks must be in bottle with a screw-on top.
- Students may not possess, use or participate in any gambling activities or cards games on campus. Playing cards are prohibited on campus.
- **NOTICE:** Georgia Law now provides that possession of a weapon on school property or at school functions can be a felony crime punishable by a fine of up to \$5,000.00, imprisonment for not more than five years or not less than one year or both.

#### **Teacher Detention**

Teacher detention is served before or after school. Know when and where you are to report for detention. Failure to serve detention will result in a referral to an administrator.

#### **Saturday School**

**Students should bring materials to study during Saturday School.** This provides an opportunity for a student to avoid actual school suspension for disciplinary violations or for not attending tardy hall. Saturday School starts at 8:30 A.M. and ends at 12:00 P.M. Students must arrive by 8:25 A.M. and leave promptly at 12:00. Parents/guardians must supply transportation to and from Saturday School. Failure to attend Saturday School when assigned will result in ISS. Legitimate absences must be the result of a family death or emergency or a personal illness verified by a doctor. The DRESS CODE for Saturday School is the same as for a regular school day.

### ISS

**In-School Suspension** is a program designed to modify student behavior while keeping the student in school with access to schoolwork. It allows the student to earn grades for completed assignments and tests rather than a zero for each assignment missed. This program isolates the student from his peers in a controlled environment, which makes him reconsider the appropriateness of his behavior. When the student is assigned to ISS, he/she brings home a contract and a copy of the rules that must be followed while in ISS. During ISS all regular school privileges are taken away. Students stay in ISS according to their regular class schedule. Any infractions of ISS guidelines may result in out of school suspension.

### OSS

**Out-of-School Suspension** from school is a last alternative to modify student behavior. A suspended student cannot come on campus, attend any school function or practice for any extracurricular activities until the day his suspension is lifted. Also, being suspended home means that those absences will be unexcused. **YDC TIME DOES NOT COUNT AS OSS TIME.**

### School Bus Suspension

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

### Achievement Academy

In an effort to keep all students in school, the Jones County School System provides an alternative placement. It is designed to provide an alternative placement for chronically disruptive students. Students placed at the Achievement Academy will be required to remain there for a minimum of 45 school days. **During that time, students will not be allowed on any school campus for any reason, including extracurricular activities.** Students caught breaking this rule will be picked up by the police. The purpose of this program is to redirect and provide appropriate behavior training for problem students. Students attending the Jones County Achievement Academy are not permitted to drive to school.

### Expulsion

The Jones County Board of Education has the sole right to expel students after a hearing is conducted. Expulsion shall be for the remainder of the current semester unless otherwise stated by the Board.

*Note: 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 case of disruptive, disorderly, or dangerous conduct not covered in this Code, the Principal may undertake corrective measures that he or she believes to be in the best interest of the student and the school.*

**In addition, the following discipline plan is meant to be a guide to administrators as they deal with discipline issues at JCHS or any school sponsored activity. Based on the frequency, severity, and circumstances, administrators reserve the right to alter any decision based on the offense.**

## **Disciplinary Offenses and Consequences**

*When it is necessary to impose discipline, school administrators will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior and the student's discipline history. The Administrative staff reserves the right to punish behavior that interferes with the order and discipline in the school even though such behavior is not specified in this code.*

### **Level One Offenses**

#### **Level 1A Offenses**

- Cheating
- Tardiness
- Disorderly Conduct
- Forgery
- Gambling
- Improper use of cafeteria account numbers
- Inappropriate Display of Affection including but not limited to kissing and holding hands
- In an unauthorized area
- Lying/Misrepresenting
- Misconduct outside of the classroom
- Petty Theft
- Possession of a nuisance item: including, but not limited to: speakers, laser pointers, playing card, noise makers, toys, etc.
- Safety violation
- Truancy
- Unauthorized solicitation
- Use of profanity or vulgar words, gestures, or materials
- Violation of cafeteria rules
- Violation of classroom rules
- Violation of dress code

#### **Level 1A Consequence Guidance**

**1<sup>st</sup> Offense:**

- ISS or Saturday School (contact parents/guardians)

**2<sup>nd</sup> Offense:**

- Two days ISS or Saturday Schools (contact parents/guardians)

**3<sup>rd</sup> Offense:**

- Three to Six days ISS (contact parents/guardians)

**4<sup>th</sup> Offense:**

- Suspension (contact parents/guardians)

**Continued misbehavior may result in a disciplinary hearing.**

#### **Level 1B Offenses**

- Bus Misbehavior
- Vehicular moving violation on campus/parking lot

#### **Level 1B Consequence Guidance**

**1<sup>st</sup> Offense:**

- Warning based on severity

**2<sup>nd</sup> Offense:**

- Suspension of bus privileges for 3-5 days
- Suspension of parking privileges for 3-5 days

**3<sup>rd</sup> Offense:**

- Extended loss of bus privileges/extended loss of parking privileges

**Continued misbehavior may result in a disciplinary hearing and removal from JC Bus Transportation/Revocation of all parking privileges.**

## Level Two Offenses

### Level 2A Offenses

- Any act of bigotry
- Bullying\*
- Burglary
- Classroom disruption
- Destruction of school property
- Display of a gang sign or symbol or any gang activity
- Disrespect towards a school board employee or towards a student or any person on school property
- Hazing
- Computer/Internet violation
- Leaving campus without permission
- Loitering
- Sexual Harassment
- Student confrontation
- Student disorder-participation in
- Threat or intimidation
- Tobacco products, vaping devices, or electronic cigarettes - possession or use
- Vandalism
- Willful disobedience
- Possession of or distribution/transmission of pornographic material
- Skipping class
- Unauthorized filming/photographing of unsanctioned school events
- Unauthorized use of personal electronic communication and/or gaming devices

### Level 2A Consequence Guidance

#### **1<sup>st</sup> Offense:**

- Three days ISS (contact parents/guardians)

#### **2<sup>nd</sup> Offense:**

- Six Day ISS (contact parents/guardians)

#### **3<sup>rd</sup> Offense:**

- Extended ISS or suspension (contact parents/guardians)

#### **4<sup>th</sup> Offense:**

- Three to five days suspension (a disciplinary hearing may be called, contact parents/guardians)

#### **5<sup>th</sup> Offense**

- Five days suspension and a disciplinary hearing (contact parents/guardians)

#### **\*See O.C.G.A. 20-2-751.4**

- 3<sup>rd</sup> offense of bullying requires automatic Alternative School placement

### Level 2B Offenses

- Fight/Physical Altercation
- Burglary
- Bogus 911 calls
- False fire alarm activation
- Profane, vulgar language or gesture toward staff
- Theft
- Students on the railroad tracks without permission
- Trespassing (suspended JCHS students)

### Level 2B Consequence Guidance

#### ***Behavior Contract in addition to the following:***

#### **1<sup>st</sup> Offense:**

- Five days out of school suspension (contact parents/guardians)

#### **2<sup>nd</sup> Offense:**

- Ten days out of school suspension (contact parents/guardians)

#### **3<sup>rd</sup> Offense:**

- Ten days out of school suspension and a disciplinary hearing will be called (contact parents/guardians)

### Level 2C Offenses

- Gang related or motivated verbal/physical altercation

### Level 2C Consequence Guidance

#### ***Behavior Contract in addition to the following:***

#### **1<sup>st</sup> Offense:**

- Five days suspension (contact parents/guardians)

#### **2<sup>nd</sup> Offense:**

- Ten days suspension and a disciplinary tribunal (contact parents/guardians)

## Level Three Offenses

### Level 3 Offenses

- Alcohol possession: use or under influence of
- Arson
- Assault or Battery on a school board employee
- Assault or Battery of a student or any person on school property that results in severe injuries.
- Unwanted/uninvited contact and/or touching of a sexual nature
- Breaking and entering school property
- Bomb threat
- Computer trespass
- Disturbing the orderly conduct of the school
- Drug or drug paraphernalia possession, use, under the influence of, or possession with intent to distribute
- Explosives possession including combustible liquids
- Fireworks
- Homicide
- Kidnapping
- Motor vehicle theft
- Robbery
- Threats/Intimidation towards Staff
- Terroristic Threats
- Sexual battery
- Sexual offense
- Inciting student disorder
- Weapon possession – firearm
- Weapon possession – knife
- Weapon possession – other

### Level 3 Consequences

**A discipline tribunal will hear the offense(s) after initial investigation is completed, and school administrators assign temporary consequences (suspension). Students engaging in felonious behavior that would be referred to the Judicial System will be suspended for ten days and referred to a disciplinary tribunal.**

**A fight resulting in significant bodily harm will result in 10 Days OSS and a referral to a disciplinary tribunal.**

**Level Three Offenses are so serious in nature that offenses will be cumulative in grades 6-12 or 12 years old or older. All Level Three Offenses shall be grounds for long-term suspension or expulsion.**

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## JCSS School Bus Rules

Posted on all buses and printed in all School Handbooks

### Rules:

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous or combustible materials or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.



12. Students will be totally silent at railroad crossings. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
13. Students must provide a written note, signed by a parent/guardian to the school and a school official will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
14. Students will keep their bus clean and in good, safe condition.
15. Students shall be prohibited from using any electronic devices with or without headphones/earbuds during the loading and unloading of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones/earbuds with an audio system on a case-by-case basis as long as students are seated on the bus in transit but not while loading and unloading.
16. Students shall be prohibited from using mirrors, laser, flash cameras or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

### **JCSS Bus Behavior Management Plan**

#### **Minor Offenses**

When dealing with minor rule infractions, all bus drivers will follow and document the steps taken in the 3-step process before submitting a referral for school administrative action.

1. **PREVENTION**
  - a. **Mandatory seat assignment**
    - i. Permanent assignments should be made during the first week of transportation.
  - b. **Reading of school bus rules**
  - c. **Verbal reminder**
    - i. Remind the student of the bus rule(s) not being followed.
2. **INTERVENTION**
  - a. **Speak individually with student**
    - i. Remind student of expectations based on bus rules.
  - b. **REASSIGN BUS SEAT**
    - i. Separate students involved in inappropriate behavior.
  - c. **COMMUNICATION WITH PARENT/GUARDIAN**
    - i. Bus manager attempts to notify parent/guardian by phone or with a written notice of the student's inappropriate behavior and requests assistance in retaining safe transportation for everyone.
3. **CONSEQUENCE**
  - a. **JCSS Bus Discipline Form submitted to school administration**

#### **Major Offenses**

Will be referred straight to the school administrator.

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### **School Nutrition Program: Providing Healthy Meals for all our Children**

The mission of the school nutrition program is to advance the availability, quality and acceptance of the school nutrition program as an integral part of education. Therefore, the nutrition staff of Jones County schools has a very important responsibility. Our staff, known as "Team Nutrition," at each school, is dedicated to helping children stay healthy and be ready to learn. The Jones County School Nutrition Program complies with the Healthy, Hunger-Free Kids Acts of 2010. This Act requires USDA to establish nutritious standards for all foods provided during the school day, to promote healthier eating habits for growing young bodies for all school ages. In addition, the school meal service is provided to students, staff and faculty daily by a team of professional food service assistants and managers who meet annual training standards to be certified by the national and state School Nutrition Association.

### Meal Applications

Families with school-age children in Jones County are strongly encouraged to complete a school meal application each year, to determine if your school-age children qualify for free or reduced meals. Eligibility is based on household income and family size, using federal income guidelines that are available to use with each application. Only one application is needed per household. To complete a Free and Reduced Meal application online, go to the following website: [www.jonesco.heartlandapps.com](http://www.jonesco.heartlandapps.com) and follow the easy step-by-step screens to enter student and household information. Click “Apply” to submit your application. Using the online application will help reduce student charges at the beginning of the school year because the online applications are processed much faster. However, paper applications will also be available to each student at his/her school at the beginning of each school year. They should be completed by the child’s parent or guardian and returned to the child’s teacher as soon as possible to be processed by the School Nutrition Manager and the School Nutrition office. A letter of eligibility determination will be sent to the parent/guardian.

If a member of the household is receiving government assistance in the form of SNAP benefits or others, at the beginning of the school year, the child(ren) in that household may qualify as Direct Certification and will automatically qualify for free school meals. Parents/guardians will receive a letter if this is the case for their children.

30-day rule: Children will have only 30 days to start school using the same meal status from the last school year. During this time and before the 30-days end, a new application MUST be submitted.

### Cafeteria Rules and Etiquette

- Student ID Numbers are to be used solely by the student they are assigned to.
  - Selling meals to others (including possession of other’s meal) and/or receiving or eating on a free/reduced student ID number when not eligible will result in disciplinary action, including but not limited to reimbursement.
- Students are expected to observe appropriate table manners while eating including clearing their place at the table and surrounding area when finished, keeping shoes, bags, etc.... off the table.
- “**Breaking in line**” is not allowed. Show consideration for your classmates and wait your turn.
- All students will remain **seated** while in the cafeteria until dismissed by the bell.
- Food will be permitted outside the cafeteria on the blacktop area only.

### Meal Prices

The Jones County School Nutrition Program will be operating under the Seamless Summer Option next school year; 2021/22. USDA recently announced the extension of this initiative through June 2022. This means that all enrolled students will eat breakfast and lunch at no charge. Ala Carte (extra) items will require payment. Adult meal prices will remain the same.

Meal prices for the 2021-2022 school year are as follows:

Breakfast Prices for Middle and High Schools

Adult: \$2.50

Lunch Prices for Middle and High Schools

Adult: \$3.35

### Ala Carte Items

Students at all grade levels may purchase additional food items after a breakfast and lunch meal if they have extra money in their account or with them. These items range for \$.50-\$2.00. If parents/guardians do not want their child to buy extra food items from the cafeteria, a signed note or phone call to the Nutrition Manager at the child’s school will be needed to place a note on the child’s meal account for “NO EXTRAS”.

### Payments for Meals

The school nutrition personnel are responsible for receiving breakfast and lunch money from students, adults and visitors. We strongly recommend and urge parents/guardians, school staff and faculty to use My School Bucks, an electronic payment plan that is convenient for making and tracking payments online for school meals. Start here to set up your meal payment account at [www.myschoolbucks.com](http://www.myschoolbucks.com). If cash payments are preferred, parents/guardians are asked to send money for at least a week, two weeks or a month at a time, to eliminate meal charges. It is the parent's/guardian's responsibility to make sure children have money for meals so that they may eat each day.

### School Meal Charge Policy

Jones County School Nutrition has adopted a School Meal Charge Policy to help parents/guardians eliminate unpaid student charges that could result in an alternative meal being served to your child. Parents/guardians should make sure that the child(ren) has enough money in their meal account to cover breakfast and lunch each day. If a child's meal account becomes low, parents/guardians will receive written notices with the account balances and will receive phone calls and emails regarding the child's meal account. This new meal charge policy will be sent home with meal applications at the beginning of the school year.

Breakfast and lunches may be paid in advance by the day, week, month or year. Any absences will be credited to your child's account. No charges are allowed at Jones County High School and 9th Grade Campus.

### Menus

School menus will continue to offer more fruits and vegetables, whole-grain enriched foods and low-fat and fat-free milk. Team Nutrition has pledged to "Shake It Up!" this school year with new seasonings and blends to enhance food flavor and quality while still reducing sodium, fat, sugar and calories. In addition, Team Nutrition will be adding new food items as taste-tests, availability, costs, and participation allows. Monthly menus can be found on the School Nutrition webpage, under "Departments" at the [www.jones.k12.ga.us](http://www.jones.k12.ga.us) website. Menus are also posted in the cafeterias and copies provided to office staff. Menus are also subject to change due to product availability and delivery issues.

### Special Diets

Special diets are available for children with specific needs. State law requires a doctor's written request before any diet modifications may be made. The Nutrition manager works with the school nurse and others to secure the necessary documentation in order for meal modifications to be offered.

For questions or more information about the School Nutrition Program, contact the Manager at your student's school or call the Nutrition office at (478) 986-1390.

Menus run weekly-Jones County News.

Breakfast is served each morning before the beginning of class. If a child rides a bus which arrives past the cut off time, all attempts will be made to ensure a breakfast is provided to your child.

The implementation of the New Meal Pattern requires schools to increase the availability of fruits, vegetables, whole grains, fat-free and low-fat milk. Limitations have been placed on sodium, fat, added sugar and calories. Please see JCBOE Wellness Policy EEE.

**NO outside food can be delivered or brought on school campus for lunch!!!**

### Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA has created four basic rights for parents/guardians and eligible students:

1. The right of parents/guardians and students to be told by their school system of their rights under FERPA.
2. The right to prevent disclosure of personally identifiable information if notified otherwise by parents or eligible students.
3. The right to inspect and review educational records.
4. The right to challenge the content of any educational record, which a parent or eligible student contends is erroneous and to have certain hearing rights if administrators deny their challenge.

*Note: Most schools publish photos and/or articles regarding students in the local paper, print a yearbook, display student work with info in the building, and host a web page, which may display student work. Written notification must be provided to the principal by the parent/guardian during the first 10 days of school should they wish to prohibit these functions with their child/children.*

It is the policy of the JCBOE not to discriminate on the basis of sex, age, race, handicap, religion, military status, or national origin in the educational programs and activities or admissions to facilities operated by the JCBOE. The Board shall comply with Title IX of the Education Amendments (1972), Title VI of the Civil Rights Act (1964), Title II of Vocational Education Amendments (1976) and Section 504 of the Rehabilitation Act (1973). To insure compliance with this policy, the Superintendent of Schools shall; designate staff to coordinate Title VI, Section 504, Title IX, Sex Equity and other efforts of the system to comply; investigate any complaints of violations with this policy; develop and administer a grievance procedure for personnel and students. The Superintendent shall provide for publication of these policies for all students in Jones County Schools, parents/guardians of students, employees of the JCBOE, and interested local groups.

The Jones County Board of Education designates the following information as “directory information.” Unless a parent/guardian or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- a. Student’s name, address, and telephone number;
- b. Student’s participation in official school activities and sports;
- c. Weight and height of student if he/she is a member of an athletic team;
- d. Dates of attendance at schools within the Jones County school district;
- e. Honors and awards received during the time enrolled in the district’s schools;
- f. Photograph; and
- g. Grade level.

Student records will be forwarded, without further notice to parents/guardians or eligible students, to any school within or outside the Jones County School system upon request of the school where a student is enrolling.

Local units of administration shall not withhold any student record because of nonpayment of fees. However, schools may withhold report cards, diplomas, or certificates of progress until fees are paid.

To ensure compliance with this policy, the following have been identified as persons to coordinate these programs:

Title I and II Coordinator: Charlotte Foskey

Title IX Coordinator: Dr. Trevis Killen

Title VI Coordinator/Section 504/ADA Coordinator: Dr. Lauren Sheffield

Any eligible student or any parent/guardian whose parental or guardian’s rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent/guardian in the absence of a parent or guardian may inspect the education records of his or her child.

Generally, a parent/guardian will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with FERPA regulations.

A parent/guardian or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent/guardian or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. § 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent/guardian or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent/guardian may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

## **Parent/Guardian Notice of PPRA Rights**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify parents/guardians and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- a. Political affiliations or beliefs of the student or student’s parent/guardian;
- b. Mental or psychological problems of the student or student’s family;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of others with whom respondents have close family relationships;
- f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- g. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
- h. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

This notice and consent/opt-out provision transfers from parents/guardians to any student who is 18 years old or an emancipated minor under State law.

## **Seclusion or Restraint of Students**

Jones County School District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time his/her student has been restrained. The Jones County School District maintains written policies and procedures governing the use of restraint.

## **RTI (Response to Intervention) Program**

Students who demonstrate continual need for assistance with academic and/or behavioral issues will be referred to the RTI committee. This team of teachers becomes involved with the child to develop strategies for success. Parents/guardians are invited to attend these meetings and may request minutes of any meeting. RTI identifies students eligible for instructional and/or behavior supports. RTI identifies areas of ability and deficiency requiring acceleration and/or remediation. Section 504 is part of the Americans with disabilities Act. Students who have a medical or mental disability that substantially limits one or more major life activities are eligible for services.

## **Student Support Process**

The Jones County Board of Education provides a variety of resources at every school to help address student behavioral 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, and chronic disciplinary student plans.

## Section 504

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator.

The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents/guardians under Section 504 may be found at the system website or may be picked up at the central office or any of the school offices.

## Title I

Title I is a federal program for schools. Each individual school qualifies for funds based on economic need. Through this program, the government gives money to school districts around the country based on family income at each school. Each district uses Title I funds for supplemental educational services to help low-achieving students meet the state’s challenging academic content and performance standards. Districts, schools, and parents/guardians have input into how they set up their Title I programs, as long as it helps low-achieving students meet the same standards that have been set for all other students. These funds can be used to train staff, to buy equipment and learning materials, to hire teachers, tutors, or aides. The funds can be used to support parental or guardian involvement activities. While the emphasis is on low-achieving and low-income students, all students benefit from Title I through technology purchases, supplies, and teacher professional learning.

All Title I programs have a plan in place for including parents/guardians called *Parent Involvement Policy*. This policy explains how the school supports the role of parents/guardians in education. A copy of the policy is available in the Parent Involvement Coordinator’s office at JCHS. Also, under the Every Student Succeeds Act schools that receive Title I funds must develop a written *School-Parent-Student Compact*. Parents/guardians, students, and teachers sign this voluntary agreement every year to firmly unite them in a cooperative effort to empower each student to achieve his or her fullest potential. Parent/guardian input is welcomed and desired. Interested parents/guardians should contact Mrs. Charlotte Foskey, at (478) 986-3032 or cfoskey@jones.k12.ga.us.

### Revision of Title I Plan

**Definition of Homeless Students** – Individuals whose nighttime residence is **NOT**:

- **Fixed** – stationary, permanent and not subject to change
- **Regular** – used on a predictable, routine, or consistent basis
- **Adequate** – sufficient for meeting both the physical and psychological needs typically met in the home

Dr. Trevis Killen, Homeless Liaison for Jones County Schools, (478) 986-3032

We welcome any feedback, suggestions, or comments that you wish to offer pertaining to our JCHS Title I Plan, or other documents.

Please give suggestions and feedback to District 6 – 12 Title I Mrs. Charlotte Foskey

### Title I No School Designation

Jones County High School is a School Wide Title I school.

Title I, Part a is a part of the Elementary and Secondary Education Act of 1965 (ESEA). This act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with high percentages of poor children to help ensure that all children meet challenging State academic content and student academic achievement standards.

As defined by GaDOE's Accountability Waiver, Jones County High School is **NOT** a Focus, Priority, or Alert School nor is not in need of improvement according to Federal guidelines. If you have any questions pertaining to Federal programs at JCHS, please contact Principal, Lance Rackley or Title I director Charlotte Foskey at (478) 986-3032.

### **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

In compliance with the requirements of the Every Students Succeeds Act (ESSA), parents/guardians may request the following information:

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

*Revised July 2018*

If you wish to request information concerning your student's teacher(s) and/or paraprofessional(s) qualifications, please contact Lance Rackley, principal of Jones County High School.

### **Complaint Procedures for Title I, Part A**

Elementary and Secondary Education Act (ESEA) of 1965

1. **Grounds for a Complaint:** Any individual, organization, or agency (complainant) may file a complaint with the Jones County School System (JCSS) Educational Agency (LEA) if that individual, organization, or agency believes and alleges that JCSS is violating a federal statute or regulation that applies to a program under the Elementary and Secondary Education Act (ESEA) of 1965. The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.
2. **Federal Programs for Which Complaints Can Be Filed:**
  - a. Title I, Part A: Improving the Academic Achievement of the Disadvantaged
  - b. Title I, Part A – Academic Achievement Awards
  - c. Title I, Part A – Flexible Learning Program (FLP)
  - d. Title I, Part A – Foster Care Program
  - e. Title I, Part A – Family–School Partnership Program
  - f. Title I, Part C – Education of Migratory Children
  - g. Title I, Part D – Programs for Neglected or Delinquent Children
  - h. Title II, Part A – Supporting Effective Instruction
  - i. Title III, Part A – Language Instruction for English Learners and Immigrant Students
  - j. Title IV, Part A – Student Support and Academic Enrichment (SSAE)
  - k. Title IV, Part B – 21<sup>st</sup> Century Community Learning Centers
  - l. Title V, Part B – Rural Education Initiative
  - m. Title IX, Part A – McKinney – Vento Homeless Assistance Act
3. **Complaints at the Local Level:** As part of its assurances within the ESEA program grant applications and pursuant to section 9306 within the Title I, Part A of the ESEA, an LEA accepting federal funds, also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of the law in the administration of covered programs. Therefore, for complaints originating at the local level, a complainant should not be filed with the Georgia Department of Education (GADOE) until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with JCSS to no avail, the complainant must provide the GADOE with written proof of their attempt to resolve the issue with JCSS.

**Complaint Procedures for Title I, Part A continued...**

4. **Filing a Complaint:** A complaint must be made in writing and signed by the complainant. The complaint must include the following:
- a. A statement that JCSS has violated a requirement of a federal statute or regulation that applies to an applicable program.
  - b. The date on which the violation occurred.
  - c. The facts on which the statement is based, and the specific requirement allegedly violated (include citation to the federal statute or regulation).
  - d. A list of the names and telephone numbers of individuals who can provide additional information.
  - e. Whether a complaint has been filed with any other government agency and, if so, which agency.
  - f. Copies of all applicable documents supporting the complainant's position.
  - g. The address of the complainant.
  - h. The complaint must be addressed to:

Jones County Schools  
Attention: Chuck Gibson, Superintendent  
125 Stewart Avenue  
Gray, GA 31032

Once the complaint is received by the office of the JCSS superintendent, it will be copied and forwarded to the appropriate federal program director.

5. **Investigation of Complaint:** Within ten days of receipt of the complaint, the Jones County School System will issue a Letter of Acknowledgement to the complainant that contains the following information:
- a. The date that JCSS received the complaint.
  - b. How the complainant may provide additional information.
  - c. A statement of the ways in which the JCSS may investigate or address the complaint.
  - d. Any other pertinent information.

If the complaint involves a school, the JCSS will also send a copy of the Letter of Acknowledgement to the principal, along with a copy of the complaint. The JCSS will contact the principal to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the JCSS will invite the principal to submit a written response to the complainant. The JCSS will review the information and determine whether:

1. Additional information is needed.
2. An on-site investigation must be conducted.
3. Other measures must be taken to resolve the issues raised in the complaint.
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the JCSS will have 60 days from receipt of the information or completion of the Investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. The 60-day timeline may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as other parties involved.

**Right of Appeal**

If an individual, organization or agency is aggrieved by the final decision of JCSS, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education. The review is at the department's discretion.

For complaints filed pursuant to Title IX, Part E, Subpart 1, Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the LEA's decision to the Georgia Department of Education no later than 30 days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the LEA's decision and include a complete statement of the reasons supporting the appeal.



## Title IX

It is the policy of the Jones County Board of Education not to discriminate on the basis of sex, age, color, race, disability, religion, national origin, or veteran status in the educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. The Board shall comply with Title IX of the Education Amendments (1972), Title VI of the Civil Rights Act (1964), Title II of the Vocational Education Amendments (1976), Title VII of the Civil Rights Act (1964, 1974), Title XXIX of the Age Discrimination Act (1967), Section 504 of the Rehabilitation Act (1973) and the American Disabilities Act (1990). JCBOE Policy 0701-P-1 and d 0701-PR-1

Students trying out for an athletic activity must be academically eligible and meet all local and state GHSA requirements (*see JCHS Athletic Handbook, JCHS Athletic website link or visit the GHSA website; GHSA.net*).

### ACTIVITIES:

- |                           |                            |              |              |
|---------------------------|----------------------------|--------------|--------------|
| • Auxiliary Team          | • Competition Cheerleading | • Golf       | • Tennis     |
| • Basketball              | • Cross Country            | • Gymnastics | • Track      |
| • Basketball Cheerleading | • Football                 | • Soccer     | • Volleyball |
| • Baseball                | • Football Cheerleading    | • Softball   | • Wrestling  |
| • Band                    |                            |              |              |

Inquiries regarding nondiscrimination policies should be directed to:  
Dr. T. Killen, Title IX Coordinator, (478) 986-3032, [tkillen@jones.k12.ga.us](mailto:tkillen@jones.k12.ga.us)

## JCHS Co-Curricular Organizations

The following organizations are embedded in the curriculum and reflective of Core Standards.

### Art Club

Purpose: To spread the love of art throughout the school and community.

Activities: web gallery, youth art month, and contest

### Beta Club

Purpose: To promote ideas of character, service, and leadership among elementary and secondary school students

### DECA

Purpose: To provide activities for students to learn marketing, management, and entrepreneurial skills that will prepare them to pursue a career in the field of marketing

### Drama Club

Purpose: To encourage student participation in theatre arts, both onstage and backstage, and to introduce students to the various components that make up stage production

### FCCLA (Family Career and Community Leaders of America)

Purpose: To promote personal growth and leadership development through family and consumer science education

### FBLA (Future Business Leaders of America)

Purpose: Committed to preparing today's students for success in business

Activities: nursing home visits, Children's Hospital visits, Relay-for-Life, Alzheimer's fundraising activities

### FEA (Future Educators of America)

Purpose: To provide students with the opportunity to explore careers in education

### FFA (Future Farmers of America)

Purpose: To make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education

Activities: community service project, contests, floral designs, tractor safety, livestock shows/fairs

### HOSA (Health Occupation Students of America)

Purpose: To promote career opportunities in healthcare and to enhance the delivery of quality healthcare to all people

### Skills/USA

Purpose: To develop leadership and employability skills by learning to manage time effectively, develop communication, and team membership skills.

## Graduation Ceremony Information

### Participation in Graduation

All seniors will be required to have completed all graduation requirements prior to graduation and participate in graduation practice, in order to participate in the graduation ceremony. This includes any outstanding fees (Including a \$40 Senior Fee) and signing a contract of behavior in order to PARTICIPATE in graduation ceremony. **Participating in the Graduation Ceremony is a Privilege, Not a Right.**

### Graduation Ceremony Information

- The graduation ceremony will **TENTATIVELY** be at Georgia College and State University at the Centennial Center on **Tuesday, May 24, 2022 at 6:00 pm.**
- **GRADUATES need to be there by 5:15 pm.**
  - GRADUATES will gather for graduation in the assigned hallways at the Centennial Center. They will enter by the hallway doors downstairs, not the main entrance.
- Guests will enter through the MAIN entrance (upper level of the Centennial Center).
  - Tickets will be distributed at practice.
  - **All guests, no matter how young, must have a ticket in order to enter the Centennial Center. This includes babies held by adults per Fire Marshall Order.**

The Centennial Center does not allow air horns, balloons, or silly string to be brought into their facility. These items will be confiscated by the Centennial Center and the owner may be asked to leave the program. Female graduates should NOT bring purses as we have nowhere to store them.

### **ONLY those in proper attire will be allowed to participate in the ceremony.**

1. There should be **NO** ornamentation (other than honor cords/stoles provided by the school) added to the cap and gown.
2. **NO** personalization on the cap and/or gown! This includes embroidery, glitter, etc....

### **Graduation Dress Code for Female Students:**

1. A dress or black/navy dress pants (no capris or shorts).
  - a. Dresses should be shorter than the graduation gown, and because it can be seen in the split of the gown, it should be a color and/or pattern that doesn't clash with the purple gown.
2. Dark shoes (no sequins or other embellishments)
  - a. For your safety, avoid wearing spiked heels.
  - b. **NO flip flops, house shoes, slippers, athletic shoes of any kind, or cowboy boots will be permitted.**
3. Also, ladies should wear small, modest jewelry if they choose to wear any. Hoop earrings and clunky bracelets and necklaces are not acceptable.
4. Caps **MUST** be level when the student is holding up her head. They cannot be perched on the back of the head or angled to the side. Bobby pins are suggested to hold it in place.

### **Graduation Dress Code for Male Students:**

1. White collared shirt with a dark tie.
2. Black or navy dress pants
3. Dark shoes and socks
  - a. **NO flip flops, house shoes, slippers, athletic shoes of any kind, or cowboy boots will be permitted.**
4. Caps **MUST** be level when the student is holding up his head. They cannot be perched on the back of the head or angled to the side. Bobby pins are suggested to hold it in place.

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Take challenging classes that will enhance your future plans.	Continue taking challenging classes.	Review transcript & schedule for graduation requirements.	Review graduation status. Check schedule for appropriate classes.
Get to know your school counselor and other resources available in your school.	Become involved in school or community-based extracurricular activities that interest you and/or enable you to explore career interests.	Begin a personal information sheet or resume. Identify sources of university, college, technical college information.	Make military contacts, check selective services status. Update resume. Continue to work on college applications. Continue to save money. Distribute teacher/counselor recommendation forms if required.
Talk to adults in a variety of professions to determine what they like and dislike about their jobs and what kind of training is needed for each job.	Talk with your parents/guardians and advisors to discuss future post-secondary plans and required entrance tests.	Learn to use GACollege411.org if you have not used it previously. Attend college PROBE fair (check with counselors for dates.)	Become familiar with job search skills and the application process. Register for the SAT I, ACT or SAT II if appropriate. Check deadlines. Attend PROBE college fairs (see counselor for dates.)
Continue to save for post-secondary training.	Take the PSAT in October	Take PSAT many merit scholarships and Governor's Honors require a junior year	Pinpoint your career options. Narrow your college choices to five. Become familiar with the interview process.
Look for summer programs in your field of interest.	Continue to save and explore your options by researching college options and taking virtual tours of campuses.	Review requirements for dual enrollment, ACCEL with Guidance Counselors. Meet with college admissions representatives.	Take SAT if required by postsecondary school. Submit all applications with January deadlines. Receive acceptance from schools with rolling admissions.
Visit the Guidance Counselors and use GaFutures.org to gain further information about yourself, careers, and post-secondary training.	Consider summer enrichment programs.	Review PSAT scores with counselors and parents/guardians. Obtain testing schedule for SAT I, ACT, SAT II. Review military options if appropriate.	Organize job search if appropriate. Check deadlines for admissions, financial aid, testing and housing deposits. Complete & file FASA or CSS Profile. Request midyear reports to be sent.
Take the PSAT in October for test taking practice.	Review Post-Secondary Options/Joint Enrollment requirements.	Meet with college/military recruiters.	Maintain good grades. Prepare cover letter and resumes for selected occupations if appropriate.
Continue developing strong reading, writing, listening and team-building skills.	Select a Career Pathway.	Update your resume. Begin to assemble your list of colleges. Pre-register for senior year courses.	Receive acceptance/rejection letters from colleges. Continue to seek scholarships. Finalize college selection.
	Continue to explore Post-secondary options including college, technical college, special purpose school, apprenticeships, and the military.	Consider a work-study program in your field of interest. Accumulate information about each post-secondary institution.	Keep Guidance counselor informed about college acceptance, job or military status. Begin job interview process.
		Consider college visits during spring break. Continue to explore summer programs or employment.	Begin job interview process Write thank you notes to people who wrote recommendations for you.
		Take AP exams if appropriate. Take SAT I or ACT. Athlete should register with NCAA if you plan to play at a Division I or II college.	Request final transcript to be sent after graduation if appropriate.
		Take the SAT if you did not take it in May. Obtain and begin to work on college applications.	Write thank you notes to local organizations that awarded scholarship to you if applicable.

**Principal – Mr. Lance Rackley**

**Assistant Principals**

- Dr. Jeremy Dockery
- Dr. Dean Hintz
- Mr. Doug Pieterick
- Dr. Tiffany Walker

**Instructional Coach**

- Dana Pettigrew

**RTI Coordinator**

- Dana Hutchison

**Title I Family Engagement Coordinator**

- Shelly Dunlap

**Counselors**

- Carra Floyd
- Jill Huckeba
- Kimberly Pittman
- Stacey Williams – Graduation Coach

**Media Specialist**

- Anita Dockery
- Judy Patterson (Media Clerk)

**Foreign Language**

- Johannah Hering
- Katherine Kilby
- Carla Nelson
- Veronica Skinner

**Language Arts**

- Tonya Butler
- Crystal Burt
- Savannah Freeman
- Christine Giles
- Kimberly Hanner
- Kevin Kerr
- Amanda Paulk
- Ginger Pittman
- Kathryn Richter
- Sarah Weese
- Kristen Zweizig

**Math**

- Kymberly Arnold
- Andrea Bivins
- Jay Crook
- Lisa Davis
- Michael Denaro
- Alisha Gordon
- Mark Higginbotham
- Terri Hulett
- Kandy Kemp
- Michael Paulk
- Lance Pittman
- Kelly Roberson
- Chandra Williams

**CTAE Executive Director & CCA CEO**

- Mrs. Laura Rackley

**CCA**

- Jolynn Aubry
- Denise Barge
- Debra Briley
- Tyler Clifford
- Nick DiPaolo
- Cathy Ferguson
- Adam Gillhouse
- Aileen Jackson
- Morgan Jarvis
- Michael Kingston
- Callie Lankford
- Justin Martin
- Susan Nelson
- Audie Newsome
- Mark Perry
- Jessica Smith
- Mark Smith
- Arcacia Spencer
- Margie Thompson

**Program of Exc. Children**

- Gloria Bell
- Leah Bodnarchuk
- Autumn Chapman
- Carrie Chastain
- Stephen Fowler
- Rico Gibson
- Misty Higdon
- Jason Page
- Katie Painter
- Coleen Powell
- Jennifer Sands
- Betsy Scott
- Chance Scott – Coordinator
- Harlie Sharp
- Katherine Thompson
- Laura Tinsley
- Allison Tyner
- Robert Welton

**Science**

- Jolynn Aubry
- Trish Brown
- Mary Denson
- Rachel Dugger
- Ashley Herring
- Johanna Hill
- Felicia Skinner
- Jason Smith
- Sarah Tanner
- Jason Waters
- Traci Woods

**Fine Arts**

- Robert Groves
- Cari Mills
- Mystee Wilcox

**Athletic Director**

- Barry Veal

**Physical Education**

- Robert Braucht
- Jacob Chastain
- Mike Chastain
- Robert Floyd
- Reginald Goodrum
- Mikayla Greene
- ChoRhonda Gwaltney-Harris
- Buck Harris
- Brad Miles (Athletic Trainer)

**Social Studies**

- Tripp Burt
- William Cowart
- David Denson
- Christine Geske-Stewart
- Patrick Green
- Josh Herring
- Michael Register
- Bill Stevens
- Sarah Ulm
- Jeff Williams
- Trish Yarbrough

**Achievement Academy**

- Tony Smith
- Marcus Sturgeon – Lead Instructor
- Beth Wills (PEC)

**Paraprofessional**

- Fran Jackson
- Karen McWilliams
- Angie Shifflet
- Joy Smith
- Alexandria London
- Lola Wilkerson

**Office Support**

- Jennifer Bateman (Attendance Clerk)
- Lisa Clements (SIS Clerk)
- Stacie Dumas (Receptionist)
- Tammy Kilgore (Bookkeeper)
- Lori Varnadoe (Dual Enrollment Coordinator)

**Nurse**

- Shannon Newman

**Nutrition Staff**

- Wendy Bonner – Manager
- Leo Curry
- Donna Hill
- Connie Monaco
- Julia Mo
- Robin Phillips

**Lead Custodian**

- Melonie Connolly

## CYBERSAFETY USE POLICY FOR JCSS STUDENTS



**This document is comprised of this cover page and four sections:**

- **Section A: Introduction**
- **Section B: Cybersafety Rules for JCSS Students**
- **Section C: Cybersafety Agreement for JCSS Students.**
- **Section D: Non-Use Agreement**

**Instructions for parents\*/caregivers/legal guardians:**

1. Please read all sections carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss these cybersafety rules with your child.
3. If you do not agree with this agreement and choose not to allow your child to use JCSS technology, please sign the Non-Use Agreement Form (see Section D) and return that page to the school office.
4. Please keep sections A, B, and C for future reference.

***\*The term 'parent' used throughout this document also refers to legal guardians and caregivers.\****

### Section A Introduction

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

Students will receive instruction in appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. This training is designed to provide the knowledge and skills necessary to create awareness and provide education about digital citizenship to K-12 students.

All students will be issued with document. If a non-use agreement (see Section D) is not returned to the school, students will be allowed to use the school technology equipment/devices.

**Section B**  
**Cybersafety Rules for JCSS Students**

***As a safe and responsible user of technology I will help keep myself and other people safe by following these rules:***

1. I cannot use school technology equipment until my parent(s) and I have received and read this cybersafety policy.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any technology material or activity which might put myself or anyone else at risk (e.g., bullying or harassing).
5. I will not at any time use technology to upset, offend, harass, bully, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. While at school, I will not access, or attempt to access, inappropriate, age-restricted, or objectionable material.
7. I will not make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I accidentally access inappropriate material, I will:

1. Not show others
  2. Turn off the screen or minimize the window and
  3. Report the incident to a teacher immediately
9. I will not download any files such as music, videos, games or programs without the permission of a teacher. This makes sure the school complies with Copyright laws. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school technology without a teacher's permission. This includes all wireless technologies.
11. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, and photos.
12. I will respect all technology systems in use at school and treat all technology equipment/devices with care. This includes:
  - Not intentionally disrupting the operation of any school technology systems
  - Not attempting to hack or gain unauthorized access to any system
  - Following these school cybersafety rules, and not joining in if other students choose to be irresponsible with technology
  - Reporting any breakages/damage to a staff member.
13. I understand that the school may monitor traffic and material sent and received using the school's technology network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
14. I understand that all these rules apply to any privately owned technology equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity.
15. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

**Section C**  
**JCSS Cybersafety Policy**

To the student and parent/legal guardian/caregiver, please:

1. **Read this page carefully** to check that you understand your responsibilities under this policy
2. **Keep the document for future reference**

**We understand that JCSS Schools will:**

- Do their best to keep the school cyber safe, by maintaining an effective cybersafety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school technology equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in this policy
- Keep a copy of this policy on file
- Respond appropriately to any breaches of this policy
- Provide members of the school community with cybersafety education designed to complement and support the cybersafety initiative
- Welcome inquiries from students or parents about cybersafety issues.

**Student responsibilities include:**

- I will read this cybersafety policy carefully
- I will follow these cybersafety rules and instructions whenever I use the school's technology
- I will also follow these cybersafety rules whenever I use privately-owned technology on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school technology. I know that if I have been involved in the damage, loss or theft of technology equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe, so I can refer to it in the future
- I will ask the [relevant staff member] if I am not sure about anything to do with this agreement.

**Parent responsibilities include:**

- I will read this cybersafety policy carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cyber-safe environment
- I will encourage my child to follow these cybersafety rules and instructions
- I will contact the school if there is any aspect of this policy I would like to discuss.

**Section D**  
**Non-Use Agreement**

Please detach and return this section to school ONLY if you **do not** agree with this agreement and choose **not to allow** your child to use JCSS technology.

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**I have read this cybersafety policy and I am aware of the school's initiatives to maintain a cyber-safe learning environment. However, I do not wish for my child to be able to use technology.**

**Name of student:** \_\_\_\_\_

**Student's signature:** \_\_\_\_\_

**Name of parent/caregiver/legal guardian:** \_\_\_\_\_

**Parent's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.*

## Disclosure of Information Opt-Out Letter

Dear Parent/Guardian:

Federal law requires the Jones County Board of Education to provide names, addresses, and telephone numbers of 11<sup>th</sup> and 12<sup>th</sup> grade high school students to military recruiters and institutions of higher education that request this information, except where the parent or student opts out by notifying the Board of Education in writing that he/she does not consent to release this information. While we are committed to protecting the confidentiality of our students, we must comply with the law.

If you do not consent to the disclosure of this information, you must fill out the following form and return it to your child's school by August 31, 2021. If you do not return the form by this date and your child is a student in the 11<sup>th</sup> or 12<sup>th</sup> grade, we will release your child's information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at any time during your child's school career and the request for non-disclosure will be honored. For parents of 9<sup>th</sup> and 10<sup>th</sup> grade students, the opt-out form can be completed and saved in advance.

For more information or assistance, please contact your child's counselor.

Thank you for your cooperation.

Sincerely,

Lance Rackley, Principal

## Disclosure of Information Opt-Out Form

Please complete the following **ONLY** if you **do not** consent to the release of your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

Student's Current Grade Level: \_\_\_\_\_

Name of School: \_\_\_\_\_

I am requesting that my child's name, address, and telephone number NOT be shared with: (please check appropriate box)

Military Recruiters

Institutions of Higher Education

Both Military Recruiters and Institutions of Higher Education

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_