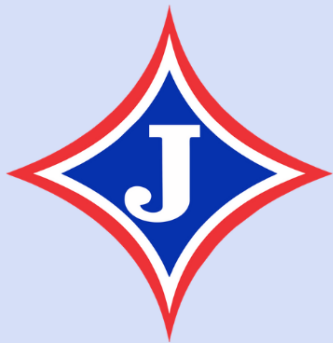


# Student HANDBOOK

**PreK - 12**




**2023-2024**

*You Belong Here!*

**Exposure  
to Excellence  
Promotes Excellence**

The PreK-12 Student Handbook provides important information about policies, procedures, and programs for the Jefferson City School System. All students and parents/guardians should review the contents and use this document as a reference as necessary. All procedures outlined in this student handbook may be updated and subject to change based on guidance set forth by the Georgia Department of Education, Georgia Department of Health, and other local, state, and federal agencies. Any changes to this document during the school year will be communicated appropriately.

	<b>Jefferson Elementary Grades PreK-2</b> 415 Hoschton Street Jefferson, Georgia 30549 706-367-8242 Fax: 706-367-5405	<b>Jefferson Academy Grades 3-5</b> 99 Dragon Drive Jefferson, Georgia 30549 706-367-2300 Fax: 706-367-1831	<b>Jefferson Middle Grades 6-8</b> 100 Dragon Drive Jefferson, Georgia 30549 706-367-2882 Fax: 706-367-5207	<b>Jefferson High Grades 9-12</b> 575 Washington Street Jefferson, Georgia 30549 706-367-2881 Fax: 706-367-1884
<b>Principal</b>	Chrissy Joiner	Chris Whitworth	Carol Ann Knight	Rob McFerrin
<b>Assistant Principal</b>	Jessica Ferguson Jodi Stephens	Lori Alexander Samantha Barrett	Brandon Vinson Adria Whitworth	Jenny Hardy Gibson Lowry Bill Navas, Athletic Director
<b>Counselor</b>	Jade Spratling	Jamie Cathcart	Brittany Cone Anny Shields	Meredith Hallman Elise Johnson Cassie Morgan
<b>Front Office</b>	Cindy Coley	Denise Black	Aline Elmurr	Sarah Mantooth Carla Coleman
<b>Attendance Clerk</b>	Carlie Linkous	Denise Black	Dave Cuddy	Holli Morrow
<b>Bookkeeper</b>	Alyssa Boyd	Brittney Stoops	Brandy Hussey	Missy Johnson
<b>Registrar</b>	Robbin Mobley	Audrey Smith	Joyce Dial	Amber Sparks
<b>School Nurse</b>	Nikki Rhodes	Audrey Stell	Molly Edmunds	Jordan Morrow

<b>Jefferson City Schools Leadership</b>	
<b>Board of Education Members</b>	Mr. Ronnie Hopkins, Chair, At Large Mr. Willie Hughey, Vice Chair, District 3 Ms. Guy Dean Benson, District 5 Ms. Angela D'Zamko, District 1 Mr. Brantley Porter, District 2 Ms. Lisa Richmond, District 4
<b>JCS Administration</b>	Dr. Donna McMullan, Superintendent Mr. Brian Moore, Associate Superintendent Dr. Sherry Hix, Director of Teaching & Learning Ms. Miranda Storey, Director of Technology Mr. Tom Parker, Director of Federal Programs & Assessment Dr. Trevor Metzger, Director of Special Education Ms. Kim Navas, Director of Finance Ms. Annette Beckwith, Director of Early Learning Ms. Savannah Hix, Director of School Nutrition Mr. Mark Weaver, Director of Transportation Mr. Russell Massey, Director of Maintenance Ms. Teresa Stier, Director of Communications & Public Relations

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## ARRIVAL & DISMISSAL

Jefferson Elementary		Jefferson Academy		Jefferson Middle		Jefferson High	
Arrival	7:35 a.m.	Arrival	7:25 a.m.	Arrival	8:15 a.m.	Arrival	8:20 a.m.
Dismissal	2:30 p.m.	Dismissal	2:40 p.m.	Dismissal	3:35 p.m.	Dismissal	3:25 p.m.

*\*The above times are subject to change.*

### Jefferson Elementary School

#### Morning Drop-Off/Arrival Procedures

Early morning supervision for JES students will be provided beginning at 6:45 a.m. each school day. All students arriving 6:45-7:15 a.m. should be dropped off in front of the building at the main door, accessed from Horace Jackson Road (off Old Pendergrass Road). As soon as personnel come from the building to open car doors, your child may enter the front doors. Staff will monitor the students and send anyone eating breakfast to the cafeteria. All students will be dismissed to classrooms at 7:15 a.m.

To expedite traffic flow, JES utilizes three arrival/dismissal locations for students arriving 7:15-7:35 a.m.:

- (1) Small loop next to the gym
  - PreK students and their JES siblings
  - JCS staff children (all grades)
- (2) Front of the cafeteria and paved loop on the front field
  - PreK students without JES siblings
  - Kindergarten students without siblings
  - Kindergarten students with first or second grade siblings
  - JCS staff children (all grades)
- (3) Main door and loop that begins on Horace Jackson Road (off Old Pendergrass Road)
  - First or second grade students without any PreK or Kindergarten siblings

Please do not allow your child to exit your car from Old Pendergrass Road, Hoschton Street, the front lawn, or the JCS STEAM Center. It is much safer for students to exit cars in the drop-off lanes where supervision is provided. Otherwise, the safety of all is jeopardized, and the flow of traffic is disrupted. Due to the steady traffic flow on your left, please plan for your child to exit the car on the right side nearest the building.

Please do not park and walk your child to the building except on the rare occasion of needing to deliver medicine or other vital items. If you need to drop off snacks, please mark them with the teacher's name and give them to the personnel unloading cars. The snacks will be delivered to the classroom prior to 9:00 a.m.

Breakfast will be served at JES from 7:00-7:30 a.m. each school day.

#### Afternoon Pickup/Dismissal Procedures

In support of an efficient and safe dismissal process, parents should use the pickup procedure utilizing the designated arrival/dismissal locations listed above. Students must be picked up promptly at the end of each school day unless they are enrolled in the afternoon PLUS program.

Two pickup cards for vehicles will be provided to each family at the beginning of the school year. Please clip the pickup card to the passenger visor, and keep the visor down until your child is loaded each day. Always maintain these cards in a safe and secure manner as your child will be released to the person presenting the card in the car line. In the event that you forget your card, parent/guardian is expected to park and report to the front office to check out his/her child by presenting a picture ID (e.g., driver's license). If you have misplaced your card, request a replacement card at the time of checkout.

Walk-up pickup is reserved for those families who live in such close proximity to the school that it is possible for them to walk to the school to get their child. Please bring your car tag as identification. Walk-up students will be brought to their parents at 2:40 p.m. This allows us time to safely complete bus dismissal and begin the car rider process.

#### Parent Change in Student Transportation

Only in the case of a rare emergency should changes be made via telephone. Please understand that late notification of a transportation change could result in a breakdown of communication. In such a case, the safety of your child could be jeopardized. Thus, any emergency change in transportation must be made prior to 1:00 p.m. Please do not email transportation changes to the teacher during the day, as email is often not checked until after school hours.

Jefferson Elementary School personnel will not deviate from a student's routine dismissal plan without official notification from the parent/guardian.

Official notification is a two-step process:

- (1) The parent/guardian must provide written notification in the student agenda for the teacher; AND
- (2) The parent/guardian must provide written notification on a separate full sheet of paper that will be sent to the front office for supporting personnel in charge of dismissal. This sheet should include the name of the student; the name of the teacher and grade level; specifics relative to the change, including the duration of the change.

*Example A:* Sam Jones, who is in Sara White's first grade class, will be a car rider on August 2. He will be picked up by John Smith who is listed on the pickup list.

*Example B:* Samantha Martin, who is in Sam Winter's second grade class, will ride bus 4 to 135 Oak Street from September 15-25.

**NOTE:** Unless the person designated for pickup has an official pickup card, he/she will be expected to check the student out through the front office. Picture ID will be required, and the person should be listed on the approved student pickup list, which is designated by the parent/guardian during the online registration process.

### **Jefferson Academy**

#### Morning Drop-Off/Arrival Procedures

Early morning supervision for JA students will be provided beginning at 6:45 a.m. each school day. All students arriving 6:45-7:00 a.m. should be dropped off in front of the building at the main entrance and report to the gym.

To expedite traffic flow, JA utilizes two arrival/dismissal locations for students arriving 7:00-7:25 a.m.:

- (1) Third and fourth grade students (without a fifth grade sibling) should be dropped off at the main entrance of the school. Students arriving 7:00-7:10 a.m. will report to the gym. Students arriving 7:10-7:25 a.m. will report directly to their classrooms.

- (2) Fifth grade students and their third or fourth grade siblings should be dropped off at the fifth grade entrance. Students arriving 7:00-7:10 a.m. will report to the music room. Students arriving 7:10-7:25 a.m. will report directly to their classrooms.

Any student arriving after 7:30 a.m. will be considered tardy. A parent/guardian must accompany the student to the front office to be checked in before the student is allowed to report to his/her classroom.

Parents/guardians should remain in the car line during morning drop-off. The middle parking lot in the arrival/dismissal areas is reserved for teacher parking and individuals parking for scheduled appointments in the building. Please do not park and walk your child to the building except on the rare occasion of needing to deliver medicine or other vital items.

Breakfast will be served at JA from 7:00-7:20 a.m. each school day.

#### Afternoon Pickup/Dismissal Procedures

Procedures for afternoon dismissal are as follows:

- Fifth grade students, fifth grade students with siblings in third or fourth grade, or students carpooling with fifth grade students will be dismissed from the fifth grade entrance on the side of the building.
- Third and fourth grade students (who do not have a fifth grade sibling or who are not carpooling with a fifth grade student) will be dismissed from the front entrance.

The traffic pattern for afternoon pickup will be restricted to these designated areas. The back entrance is reserved for buses only.

We ask that all parents/guardians remain in line for afternoon pickup. Due to safety concerns, please do not park and enter the building for afternoon pickup. Walk-up pickup is not allowed.

All Jefferson Academy students must be picked up promptly at the end of each day unless they are enrolled in the afternoon PLUS program. Two pickup cards for vehicles will be provided to each family at the beginning of the school year. Please clip the pickup card to the passenger visor or window. If the card is attached to the visor, keep the visor down until your child is loaded each day.

Always maintain these cards in a safe and secure manner as your child will be released to the person presenting the card in the car line. In the event that you forget your card, parent/guardian is expected to park and report to the front office to check out his/her child by presenting a picture ID (e.g., driver's license). If you have misplaced your card, request a replacement card at the time of checkout.

Students who are still on campus at 3:00 p.m. will be sent to the afternoon PLUS program, and fees will be charged for PLUS participation.

#### Parent Change in Student Transportation

Only in the case of a rare emergency should changes be made via telephone. Please understand that late notification of a transportation change could result in a breakdown of communication. In such a case, the safety of your child could be jeopardized. Thus, any emergency change in transportation must be made prior to 1:30 p.m.

Please note that Jefferson Academy personnel will not deviate from a student's routine dismissal plan without official notification from the parent/guardian.

Official notification should be communicated to your child's teacher through either a handwritten note or email. Please include the following: (1) name of the student; (2) name of the teacher; and (3) specifics relative to the change, such as the person designated for pickup, the duration of the change, and if riding a school bus, the address to which the child needs to be taken.

NOTE: Unless the person designated for pickup has an official pickup card, he/she will be expected to check out the student through the front office. Picture ID will be required, and the person should be listed on the approved student pickup list, which is designated by the parent/guardian during the online registration process.

### **Jefferson Middle School**

#### Morning Drop-Off/Arrival Procedures

All students arriving 7:35-7:50 a.m. should be dropped off in the back parking lot. Sixth and eighth grade students will report to the gymnasium; seventh grade students will report to the cafeteria. For the safety of our students, drop-off is not allowed prior to 7:35 a.m.

Cars will not be allowed in the front drive each morning from 7:35-8:15 a.m. The front drive is reserved for bus drop-off during this time.

Any student arriving after 8:15 a.m. will be considered tardy and must check in at the front office before reporting to the classroom.

Breakfast will be served at JMS from 7:50-8:15 a.m. each school day.

#### Afternoon Pickup/Dismissal Procedures

Students will be expected to move directly to their designated area and exit the building in an orderly fashion. Bus dismissal is located in the front of the building. Car rider dismissal is located in the rear of the building. Walkers should remain in their homeroom until dismissed.

All students, except those participating in extracurricular activities or tutorial sessions, should be out of the building by 3:50 p.m. Any students in the building after 3:50 p.m. must be under the direct supervision of a school employee for a specific activity.

#### Parent Change in Student Transportation

Notification of a student's change in transportation should be made prior to 2:45 p.m. to ensure the safety of students and to avoid a breakdown in communication. Parents/guardians who wish to make changes related to bus transportation must provide a note to be stamped by front office staff prior to the student boarding the bus.

### **Jefferson High School**

#### Morning Drop-Off/Arrival Procedures

All students arriving prior to 8:05 a.m. should report directly to the cafeteria. Students are not allowed to remain in their vehicles or loiter in the parking lot.

Students arriving from 8:20-8:35 a.m. should report to a designated tardy station; students arriving after 8:35 a.m. should report to the attendance office.

Breakfast will be served at JHS from 7:45-8:15 a.m. each school day.



### Afternoon Pickup/Dismissal Procedures

At 3:25 p.m., students will be released to exit the campus. Bus riders will report to the bus lane and locate their bus by number. Car riders will report to the middle lane to await their ride. For safety purposes, no students are permitted to walk to a car on Washington Street. All car riders must be picked up in the middle lane of the parking lot only. Student drivers will report to their cars and safely follow all exit traffic patterns. Students who walk home will be dismissed and encouraged to use sidewalks. All students are expected to be off the JHS campus by 3:45 p.m. unless they are participating in a school-sponsored or scheduled academic activity.

## ATTENDANCE

Student attendance is essential to the attainment of high academic expectations and has a tremendous impact on student success. In keeping with the mission to graduate fully functioning adults, punctuality and attendance are critical life skills. School attendance is the responsibility of both parents and students. Make school attendance a priority in your family!

The Jefferson City School System requires all students to attend school in accordance with the requirements of the Georgia Compulsory Attendance Law. Based on this law, it is the duty of every parent, guardian, or other person having control of any child between ages six and sixteen to assure that the child attends a public school, private school, or home study program. Failure to comply constitutes a misdemeanor punishable by up to \$100 fine, 30 days imprisonment, or both. Each day's absence constitutes a separate offense (O.C.G.A. 20-2-690.1).

In addition, state law requires each local school district to work collaboratively with city/county officials from various community and social service agencies as well as representatives from the court system to develop and implement a Student Attendance Protocol designed to address and reduce truancy and the number of unexcused absences from school (O.C.G.A. 20-2-690.2). The Student Attendance Protocol is a process used in identifying, reporting, investigating, and prosecuting cases of alleged violations of the State's Compulsory Attendance Law.

In accordance with O.C.G.A. 40-5-22, a student between the ages of 14 and 17 who has more than ten (10) school days of unexcused absences in any semester or combination of two (2) consecutive quarters will be subject to denial or suspension of his/her learner's permit or driver's license. School attendance clerks will keep records of excused and unexcused absences, tardies, early checkouts, and suspensions, as required by state law.

A student counted absent for the day will not be allowed to participate in extracurricular activities, including practices, competitions, or team meetings.

To be counted present for the day, a student must be at school for at least half of the day, as specified below:

<b>JES</b>	Students who leave school before 11:05 a.m. or arrive after 11:05 a.m. will be considered absent.
<b>JA</b>	Students who leave school before 11:10 a.m. or arrive after 11:10 a.m. will be considered absent.
<b>JMS</b>	Students must be present for 45 minutes of class period to be considered present for that class. In order to be considered present for a day of school, a student must be present for at least three (3) periods of the day.
<b>JHS</b>	Students must be present for 45 minutes of class period to be considered present for that class. In order to be considered present for a day of school, a student must be present for at least two (2) periods of the day.

Our school calendar allows many opportunities for long weekend outings and extended vacations throughout the school year. Please review the school calendar available on the school system website and plan accordingly.

### **Local & State Excused Absences**

1. Any state-approved reason
  - Personal illness or attendance in school endangers a student's health or the health of others;
  - A serious illness or death in a student's immediate family necessitating absence from school;
  - A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;
  - Observing religious holidays, necessitating absence from school;
  - Conditions rendering attendance impossible or hazardous to student health or safety;
  - A period not to exceed one day (at the discretion of the local unit of administration) for registering to vote or for voting in a public election;
  - Serving as pages of the Georgia General Assembly;
  - A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
2. Participation in school-sponsored trips

Any student participating in a 4-H sponsored activity or program is not to be counted absent from school.

All students in foster care who attend court proceedings relating to the student's foster care will be counted present.

School days missed as a result of out-of-school suspension shall not be counted as unexcused for the purpose of determining student truancy, but shall be counted as unexcused for all other purposes.

### **College/University Visitation Privilege for High School Seniors**

A Jefferson High School student may be excused up to two total school days to visit postsecondary schools provided the following conditions have been met:

- The student must be a junior or senior.
- The student must submit a request with the proposed name of college/university, and reason for visit.
- The student must provide evidence of an application submitted to the college/university for which the visit is requested.
- The student must obtain approval from all of his/her JHS teachers and successfully complete all missed assignments.
- The student must provide proper documentation from the college visited to avoid being counted absent from school.

Request forms may be obtained from the school counselors and if all requirements are met, students will be given visitation privileges.

## **Parent Excused Absences**

Each student is allowed five (5) parent excused absences per semester. These absences are to be supported by a written note from the parent/guardian, must be received within three (3) days of the student's return to school in order to be accepted, and follow the approved reasons for an excused absence. A parent phone call will not be accepted to excuse absences.

## **Unexcused Absences**

All absences, other than those listed in the Excused Absences section above, will be considered unexcused. Students with excessive unexcused absences may be referred to the school social worker. Failure to comply with the Georgia Compulsory Attendance Law is punishable in court.

The following progression of steps will be followed in response to student unexcused absences:

- After every absence, the parent/guardian will be notified via Infinite Campus messenger.
- After five (5) unexcused absences, school personnel will notify the parent/guardian by phone to discuss penalties and consequences of such absences. A certified letter will be sent to parents after two reasonable attempts to notify by phone.
- After seven (7) unexcused absences, the parent/guardian will be required to attend a conference with the School Attendance Committee, including teachers, counselors, administrators, social worker, and/or other school system personnel to discuss penalties and consequences of such absences and determine a plan of action for addressing excessive absenteeism. If the parent/guardian does not attend an in-person conference, the school system reserves the right to conduct home visits.
- After ten (10) unexcused absences, parent/guardian may be referred to the Jackson County Attendance Review Board.

## **Jefferson Elementary & Jefferson Academy**

### **Tardies**

Punctuality is a life skill established at a young age. Plan accordingly to enable students to be in the classroom ready to learn prior to the start day each day: 7:35 a.m. at JES and 7:25 a.m. at JA. When your child is late, he/she misses important instruction and morning work. Tardies will be tracked throughout the school year. Excessive tardies may result in disciplinary action, and specific measures will be used to address this issue, including, but not limited to, parent conferences, home visits, attendance committee meetings, etc. All tardies are considered unexcused unless a medical/dental excuse is provided.

### **Checkouts**

Please avoid checkouts except when absolutely necessary. Students leaving before the end of the day miss valuable instruction. We respectfully request that early checkouts be reserved for emergencies or medical/dental appointments that cannot be scheduled after school hours or during school holidays. Whenever a student is called from the classroom for early pickup, instruction is interrupted for all students. Some studies indicate that it takes seven (7) minutes for students to regain their instructional focus after such a disruption. Further, early checkouts, as well as calls related to changes in transportation, can create an unmanageable situation for office staff. Please help us provide your child every advantage for success in school by supporting our efforts.

To avoid a disruption in the dismissal process, checkouts will not be allowed after 2:00 p.m. In the event you must check out your child, plan to arrive before this time. Procedures are in place to monitor and address

excessive checkouts, including, but not limited to, parent conferences, home visits, attendance committee meetings, etc.

**NOTE:** When it is absolutely necessary that a student leave before dismissal, the parent/guardian must complete the signout process in the front office. A picture ID will be required, and the person must be listed on the approved student pickup list, which is designated by the parent/guardian during the online registration process.

### Absence Notes

Upon returning to school following an absence, parents/guardians must send a note on a full sheet of paper, which includes the following information: student name; homeroom teacher name; date(s) of absence; specific reason for absence; and parent/guardian, doctor, or governmental agency signature. When a student's absence or early checkout is due to a medical/dental appointment, an excuse from the medical/dental office must be provided for it to be excused.

## **Jefferson Middle School**

### Tardies

Punctuality is a life skill that contributes to student success now and in the future. All students should be in their first period classroom/homeroom no later than 8:15 a.m. to avoid being tardy. Any student arriving after 8:15 a.m. must report to the front office in order to be counted present and obtain an "admission to class" slip. Students will not be allowed to enter their first period without this slip.

A written note from the parent/guardian must be provided and will be used to determine if the tardy is excused or unexcused. If a written note is not provided, the tardy will be unexcused. Excessive tardies may result in disciplinary action, and specific measures will be used to address this issue, including, but not limited to, parent conferences and/or home visits.

### Checkouts

Please avoid checkouts except when absolutely necessary. Students leaving before the end of the day miss valuable instruction. We respectfully request that early checkouts be reserved for emergencies and/or medical/dental appointments that cannot be scheduled after school hours or during school holidays. Whenever a student is called from the classroom for early pickup, instruction is interrupted for all students.

Parents are encouraged to check out students only between class periods. Please help us provide your child every advantage for success in school by supporting our efforts.

Students who become ill during the school day must notify a school official or nurse immediately. If they need to leave campus, they should report to the school clinic to be evaluated by the school nurse and ensure their parents are aware of the situation.

Students leaving without formally checking out through the front office are considered truant and in violation of the student attendance policy. Students are not allowed to leave the school campus prior to dismissal without the permission of a parent/guardian or other authorized person (as defined by O.C.G.A. 20-2-690.1).

If it is absolutely necessary that a student leave before dismissal, the parent/guardian or other authorized person (as defined by O.C.G.A. 20-2-690.1) must come to the front office to complete the sign-out process. Picture ID will be required, and the person must be listed on the approved student pickup list, which is designated by the parent/guardian during the online registration process. To ensure the safety and security of all of our students, we will not check out students via phone and have them waiting in the front office for parent

arrival. Parents/guardians must report to the front office to provide a signature in order to check out students. Please plan your time accordingly.

To avoid a disruption in the dismissal process, checkouts will not be allowed after 3:15 p.m. In the event you must check out your child, plan to arrive before this time. Procedures are in place to monitor and address excessive checkouts, including, but not limited to, parent conferences, home visits, attendance committee meetings, etc.

Excessive checkouts may result in disciplinary action, and specific measures will be used to address this issue, including, but not limited to, parent conferences and/or home visits.

#### Absence Notes

Upon returning to school following an absence, a student must report to the front office and provide a written note from a parent/guardian, physician, or other legal authority stating the reason for the absence. Written notes from the parent/guardian are required within three (3) school days upon return to school and will serve as written documentation for partial (check-ins or checkouts) or full-day absences. Failure to provide written notes will result in the absence automatically being unexcused, regardless of reason for absence.

The note must include the following information: student name; date(s) and time(s) of the absence(s); specific reason for the absence; and parent/guardian, doctor, or governmental agency signature.

#### Makeup Work

It is the student's responsibility to meet with his/her teacher(s) and submit makeup work within five (5) days of the student returning to class. An excellent time to be utilized for makeup work is the academic tutoring sessions provided by the teacher before or after school and during break/lunch each day. Failure to do so may result in zeros being assigned for the missed work.

After a student is absent for three (3) consecutive school days, contact may be made with the front office for assistance in obtaining any makeup work or missed assignments. Instances involving unusually long periods of absences will be handled on an individual basis by the administration. According to school policy, all students will be able to make up work missed for an out-of-school suspension for full credit, as students are absent because of administrative disciplinary consequences.

### **Jefferson High School**

#### Tardies

Punctuality is a life skill that contributes to student success now and in the future. Students are expected to be in their first period classroom no later than 8:20 a.m. to avoid being tardy. Students arriving after 8:20 a.m. must report to the attendance office (located in the art/computer building), sign in, and receive a pass to class.

Arrival Time	IC Code
8:20-8:35 a.m.	Tardy
8:36-9:05 a.m.	Check-in (parent note required)
After 9:05 a.m.	Absence (parent note required)

Students arriving 45 minutes after any class has started will be considered absent for that class. Unexcused check-ins are defined as any check-in to school during a class period that does not meet JCS attendance criteria. Parent/guardian notes may be used to check-in a student but will count as one of the five allowed parent excused notes as outlined in the attendance section above. Unexcused check-ins will be coded as tardies.

Consequences for tardies are outlined below according to the number of offenses.

<b>Number of tardies</b>	<b>Consequence</b>
1 - 5	Warning
6	3 days silent lunch
7	Administrative detention
8	2 administrative detentions
9-10	Saturday school
11	1 day ISS
12	2 days ISS/loss of parking privileges
13 or more	OSS

### Checkouts

Please avoid checkouts except when absolutely necessary. Students leaving before the end of the day miss valuable instruction. We respectfully request that early checkouts be reserved for emergencies and/or medical/dental appointments that cannot be scheduled after school hours or during school holidays. Whenever a student is called from the classroom for early pickup, instruction is interrupted for all students.

Parents are encouraged to check out students only between class periods and should do so in the attendance office located in the art/computer building. Please help us provide your child every advantage for success in school by supporting our efforts.

Students are not permitted to check out to eat lunch.

Students who become ill during the school day must notify a school official or nurse immediately. If they need to leave campus, they should report to the school clinic to be evaluated by the school nurse and ensure their parents are aware of the situation.

Any student needing to leave campus during the school day must check out and sign out in the attendance office prior to leaving school. Checkouts will only be allowed by a parent/guardian in person with picture ID, or by a written note or documented parent email received no more than 24 hours prior to the student's check out. Written notes must include the student name, reason for leaving, parent name and phone number, and time the student should leave campus. Students must sign out in the attendance office at the time of checkout. It is the student's responsibility to ensure the attendance office receives his/her checkout note. Students

leaving without formally checking out are considered truant and in violation of the Code of Conduct and will be dealt with accordingly.

To avoid a disruption in the dismissal process, checkouts will not be allowed after 3:00 p.m. Procedures are in place to monitor and address excessive checkouts, including, but not limited to, parent conferences, home visits, attendance committee meetings, etc.

Excessive checkouts may result in disciplinary action, and specific measures will be used to address this issue, including, but not limited to, parent conferences, silent lunch, detention, home visits, loss of parking privileges, and/or in-school suspension.

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

### Absence Notes

Upon returning to school following an absence from class, a student must report to the attendance office located in the art/computer building and provide a written note from a parent/guardian, physician, or other legal authority stating the reason for the absence. Written notes from the parent/guardian are required within three (3) school days upon return to school. Failure to provide written notes will result in the absence automatically being unexcused, regardless of reason for absence.

The written note must include the following information: student name; date(s) and time(s) of the absence(s) or checkout; specific reason for the absence; and parent/guardian, doctor, or governmental agency signature.

### Makeup Work

For excused absences, arrangements should be made with each teacher within five (5) days of the student returning to class in order to make up work. An excellent time to be utilized for makeup work is the academic tutoring sessions provided by the teacher at a minimum of two times per week before or after school and during FIRE periods. If the absence occurs at the end of the semester, students will be expected to make up all work missed within ten (10) school days upon their return. Instances involving unusually long periods of absences will be handled by exception by the administration. According to school policy, all students will be able to make up work missed for an out-of-school suspension for full credit, as students are absent because of an administrative disciplinary consequence. Credit will not be given for any work missed because of an unexcused absence unless the student attends Saturday School to make up the work.

## **CODE OF CONDUCT**

Students enrolled at Jefferson City Schools must comply with the school system's Code of Conduct. In compliance with JCS BOE Policy JCDA and Georgia law and Georgia Board of Education rule 160-4-8-.15, each school will implement age-appropriate behavior expectations. The purpose of the Code of Conduct is to provide students an effective and safe learning environment. Included in this section are prohibited behaviors and consequences for violations.

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

The Superintendent fully supports the authority of the principals and the teachers in the school system to remove a student from the classroom pursuant to provisions of state law. A teacher shall have the authority to manage his/her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student Code of Conduct and repeatedly or substantially interferes with the ability to learn shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow the procedures established in Georgia law, specifically O.C.G.A. 20-2-737-738. The Superintendent and/or designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws. (JCS BOE Policy JDF)

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

The rules, regulations, and policies of the school and the Jefferson City School System's Board of Education will apply to students at school or on school property at any time, off school grounds at any school activity, function or event, while traveling to and from such events, and on vehicles provided for student transportation by the Board of Education, including bus stops. Students may be disciplined for conduct off campus, which is felonious, or which may pose a threat to the school's learning environment or the safety of students and employees, or for any other violations of the rules, regulations, and policies set forth in this Code of Conduct.

The school administration reserves the right to determine whether or not a student's behavior is within the guidelines of the Jefferson City School System's behavior code and to determine appropriate consequences due to the severity of the incident.

#### Progressive Discipline Procedures

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

#### In-School/Out-of-School Suspension

In-school suspension (ISS) is a discipline measure that permits the student to attend school, but prohibits him/her from attending his/her regular classes. Out-of-school suspension (OSS) is a discipline measure resulting in an involuntary removal from school attendance. During OSS, students will be allowed to make up school work within five (5) days of returning to school. After four (4) suspensions (ISS or OSS) in a school year, the student will be placed on a behavior contract. Once a student is placed on a behavior contract, further



violations resulting in suspension (ISS or OSS) may result in a disciplinary tribunal hearing. Any suspension from school (ISS or OSS) disqualifies a student from participation in extracurricular activities on the date(s) of their suspension.

### Behavior Contract

A behavior contract refers to a set of behavioral intervention strategies devised for students who have been identified as chronic disciplinary problem students. Students who have accumulated a total of four (4) suspensions in a school year will be placed on a behavior contract. Once a student is placed on a behavior contract, any further violations resulting in suspension (ISS or OSS) may result in a student disciplinary tribunal hearing.

### Alternative School

Students assigned to the alternative school are placed on a computer software academic program and must complete 6% of academic assignments, per subject, per week. Students will be monitored daily. If 6% academic progress is not accomplished each week, the student will be placed on probation and have one week to correct the academic deficiency. If the deficiency is not made up the following week, the student may face a disciplinary tribunal hearing. Students placed in alternative school may be required to provide their own transportation.

### Seclusion or Restraint of Students

The Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint," as those terms are defined within the rule. This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel. (JCS BOE Policy JGF(2))

### Student Hearing Procedures

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures.

1. The Superintendent or designee shall convene a hearing in the following cases:
  - a. Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
  - b. Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.
2. The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his/her designee refers a student to the Superintendent or designee for a hearing as described in paragraph 1, the Superintendent or designee shall choose three (3) of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.
3. Whenever a principal or designee refers a student discipline matter to the Superintendent or designee, the Superintendent or designee shall send a letter by regular or certified mail to the student and his/her parents/guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten (10) school days after the

beginning of the suspension unless the school system and parents/guardians mutually agree to an extension.

4. The school principal or designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three (3) days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties, but the cost of transcribing such record shall be borne by the party requesting the transcript.
5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten (10) days of the close of the record and shall furnish a copy of the decision to the student, his/her parents/guardians, the principal or designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.
6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation, the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross-examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, parent/guardian, a school administrator, and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.
7. Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty (20) days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten (10) days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal, and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal, and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.
9. Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

### Probationary Status of Students

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the parent/guardian of the student. A student may be placed on probationary status, which will be assigned to any student who repeatedly violates school regulations or violates any regulations to such a degree as to cause the administration to deem it necessary. Students being placed on probation will be given the standard of conduct to be maintained during probation, the length of probation, and the discipline to administer if the standards of conduct are not maintained (student behavioral contract). The parent/guardian of the student will receive written notification.

### Referral to Law Enforcement or Juvenile Court Officials

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported. The maximum punishment for an offense includes long-term suspension or expulsion, including permanent expulsion, but only a disciplinary tribunal as outlined in the Jefferson City School System Board of Education policies will determine those punishments.

### Interrogations

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

### Searches

The Jefferson City School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which ensures that students are not arbitrarily stripped of personal privacy. The principals of each school in the Jefferson City School System, or his/her authorized representative, possess the authority to conduct inspection of students' school lockers or articles carried upon their persons. Such searches shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, noisemakers, water guns, contraband drugs, a handgun or other dangerous weapons. K-9 drug dogs will be brought on campus periodically during the school year for random searches of classrooms, student lockers, and student vehicles in parking lots.

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

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

### Georgia Weapons Law

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

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, 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 terms shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

Reporting Requirements - Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such 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 parent/guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

#### Drug Free Zone

The Jefferson City School System Board of Education is concerned with the well-being of all school system personnel and recognizes that a drug free workplace encourages all employee productivity and promotes accomplishments of the Board's mission and goals. All areas within 1,000 feet of any real property owned by or leased to the Jefferson City Board of Education and used for elementary or secondary education are hereby declared to be "Drug Free School Zones." In accordance with Georgia law (Code section 16-13-32.4), it shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, or within the designated drug free zone.

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

function, or event; or 4) en route to and from school. Use of drugs authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, but these must be kept in the nurse's office. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Compliance with these requirements is mandatory. (JCS BOE Policy JGCD)

#### Terroristic Threats & Acts, Penalties

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

A person convicted of the offense of a terroristic threat shall be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. A person convicted of the offense of a terroristic act shall be punished by a fine of not more than \$5,000.00 or by imprisonment for not less than one nor more than ten years, or both; provided, however, that if any person suffers a serious physical injury as a direct result of an act giving rise to a conviction under this code section, the person so convicted shall be punished by a fine of not more than \$250,000.00 or imprisonment for not less than five nor more than forty years, or both. (O.C.G.A. 16-11-37)

#### Bullying

Procedures are in place 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/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 policy and in accordance with school procedures.

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

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

Students and parents/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 handbook.

All students will be required to sign the bullying contract at the beginning of each school year.

### Definition of Terms

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

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

**Bullying:** As used in this Code section 10-2-751.4, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; (3) any intentional written, verbal or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (b) has the effect of substantially interfering with a student’s education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school. Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. (JCS BOE Policy JCDAG)

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

**Detention:** A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed. Detention may require the student’s attendance before school or after school or during lunch. Students are given one day’s warning so that the parents/guardians can make arrangements for transportation.

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

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

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

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

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

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

**In-School Suspension:** Removal of a student from class or regular school program and assignment of that student to an alternative program isolated from peers. During the period of suspension, the student is excluded from all school-sponsored activities including practices, competitive events, and/or activities sponsored by the school or its employees. Academic credit is awarded for all academic work completed in ISS.

**Out-of-School Suspension:** Removal of a student from the regular school for a period not to exceed ten (10) days (short term) or for a period greater than ten (10) days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**Physical Violence:** Intentionally making physical contact of an insulting or provoking nature with the person of another, or intentionally making physical contact which causes physical harm to another.

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

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

**Vape:** A device used for inhaling vapor containing nicotine and/or flavoring/herbs.

**Waiver:** A waiver is an agreement not admitting guilt that the student has committed an infraction of the Code of Conduct, but accepting the consequences in lieu of a hearing before a disciplinary tribunal.

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

### **Jefferson City School System Honor Code**

*In an effort to maintain an environment built on the mutual respect of others, taking responsibility for my own actions, and using my resourcefulness for the betterment of the school, I agree to uphold and abide by the student code of conduct established by the Jefferson City Board of Education.*

*I will be honest in all my affairs. I will neither give nor receive any unauthorized aid on any test or assignment. I will not plagiarize, lie, or take what does not belong to me. I understand these things will not be tolerated.*

*I will continuously work to improve my behavior through actions, which will build integrity and character. If I fail to uphold these standards, I will accept corrections from others and the consequences, which are given by the school. Honor and integrity are what I seek to attain.*

NOTE: Students who violate the Jefferson Honor Code will be referred to school personnel for disciplinary action. Parents will be contacted, and academic grades as well as academic honors, field trips, student privileges, ranking and standing, etc. may be impacted.

### Jefferson Elementary & Jefferson Academy

The behavior code for grades PreK-5 is based on the implementation of a classroom management system that uses the Positive Behavioral Interventions and Supports (PBIS) framework. The Dragon R.O.A.R. mission is to create a safe learning community that promotes student achievement through the consistent practice of being (1) Respectful; (2) On task; (3) Always safe; and (4) Responsible.

In support of individual students and the classroom learning environment, teachers are dedicated to maintaining productive student engagement. Unless the behavior is detrimental to safety or learning, attempts will be made to redirect the student. When necessary, progressive consequences will follow as outlined below in the Behavior Violation Classification chart.

Behavior Violation Classification		
Discipline Level	Definition	Examples
Level I	<p>Level I discipline is used when students demonstrate minor acts of misconduct that interfere with the orderly processes of the school.</p> <p>Consequences for Level I violations will vary from an administrative warning to out-of-school suspension (up to 2 days of OSS). Each individual consequence is based on the severity of the rule violation and the professional discretion of the administrator.</p> <p>Some Level I violations may be treated as Level II violations depending on consistency and/or severity.</p>	<ul style="list-style-type: none"> <li>• Minor class disruption</li> <li>• Minor (non-classroom) disruption (hallway, cafeteria, specials, etc.)</li> <li>• Stealing items valued at less than \$100</li> <li>• Damage to school/private property valued at less than \$300</li> <li>• Rude or disrespectful conduct towards staff or students</li> <li>• Use of profanity</li> <li>• Racial, ethnic, sexual, religious or disability slur</li> <li>• Behavior that could cause an injury/horseplay</li> <li>• Pushing and shoving</li> <li>• Failure to follow verbal or written directives</li> <li>• Dress code violation</li> <li>• Encourage other students to violate school rules</li> <li>• Failure to follow directions, rules, and regulations</li> <li>• Electronic device (cell phones, tablets, smart watches, etc.) violation</li> </ul>



		<ul style="list-style-type: none"> <li>• Inappropriate use of school computer</li> </ul>
Level II	<p>Level II discipline is used when students demonstrate major acts of misconduct that interfere with the orderly processes of the school.</p> <p>Consequences for Level II violations will include a parent conference with administration and may involve either in-school or out-of-school suspension. Each individual consequence is based on the severity of the rule violation and the professional discretion of the administrator.</p> <p>Some Level II violations may be treated as Level III violations depending on consistency and/or severity.</p>	<ul style="list-style-type: none"> <li>• Consistent school or classroom disruption</li> <li>• Damage to school/private property valued greater than \$300</li> <li>• Stealing items valued at less between \$100-\$250</li> <li>• Consistent inappropriate use of school computer</li> <li>• Oral threat, verbal assault, or written threat</li> <li>• Harassment</li> <li>• Bullying (see state law)</li> <li>• Physical contact with intent to harm</li> <li>• Fighting</li> <li>• Behavior that caused injury to staff or students</li> <li>• Chronically disrupt or repeatedly violate school rules</li> <li>• Possession of a knife with a blade less than 2 inches or dangerous objects</li> </ul>
Level III	<p>Level III discipline is used when students demonstrate severe acts of misconduct.</p> <p>Consequences for Level III violations result in a parent conference with administration and suspension.</p>	<ul style="list-style-type: none"> <li>• Major school disruption</li> <li>• Disorderly conduct</li> <li>• Terroristic threat</li> <li>• Stealing minor items valued at greater than \$300</li> <li>• Possession of a knife with a blade greater than 2 inches</li> <li>• Possession of a BB, pellet, airsoft, or paintball gun</li> <li>• Possession of a handgun, rifle, or shotgun</li> <li>• Community misconduct that could pose a threat to school</li> <li>• Chronically disrupt or repeatedly violate school rules</li> </ul>

### Transportation Referrals

Jefferson Elementary School and Jefferson Academy have partnered with the transportation department in providing consistent expectations for student behavior when riding a school bus. Students are under the control of the bus driver during the times they are being transported. Rules of conduct may be established by individual bus drivers. Any violation of these rules will subject the student to disciplinary measures by the appropriate school administrator based upon the severity of the violation. (JCS BOE Policy JCDAD)

<b>Bus Conduct</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
<b>1st Violation</b>	Parent contact by administrator	Bus suspension for one (1) day
<b>2nd Violation</b>	Parent contact by administrator and implementation of bus behavior contract	Bus suspension for two (2) days
<b>3rd Violation</b>	Parent contact by administrator and implementation of bus behavior contract	Bus suspension for three (3) days
Additional violations beyond the 3rd violation may result in up to ten (10) days of bus suspension. <i>Bus conduct may result in both bus and school-based consequences.</i>		

Video equipment is installed on all school buses. The Code of Conduct, as described in this section of the student handbook, applies to students as they ride on school buses. More specific rules state that students must stay in their seats; be respectful of others; keep head, arms, and any objects away from window openings; and refrain from eating or drinking. Large or cumbersome items, such as balloons, pets, glass objects, or any other items that could jeopardize safety, will not be allowed on buses. It is the responsibility of the bus driver to deliver students to the designated address. Thereafter, it remains the responsibility of the parent/guardian to provide the necessary supervision upon student drop-off.

### **Jefferson Middle & Jefferson High School**

Specific violations of the Code of Conduct resulting in an office referral will be consistently handled by a school administrator as outlined in the Behavior Violation Classification chart. Consequences for violating the Code of Conduct may include, but are not limited to, the following: warning, student conference, break detention, Saturday school, silent lunch, loss of privilege, parent contact, classroom removal/isolation, parent conference, in-school suspension, out-of-school suspension, bus suspension, court/juvenile referral, alternative school, expulsion.

<b>Behavior Violation Classification</b>		
<b>Discipline Level</b>	<b>Definition</b>	<b>Examples</b>
<b>Level I</b>	Level I discipline is used when students demonstrate minor acts of misconduct that interfere with the orderly processes of the school.	<ul style="list-style-type: none"><li>• Minor class disruption</li><li>• Minor (non-classroom) disruption (hallway, cafeteria, media center, etc.)</li></ul>

	<p>Consequences for Level I violations will vary from an administrative warning to out-of-school suspension (up to 3 days of OSS).</p> <p>Each individual consequence is based on the severity of the rule violation and the professional discretion of the administrator.</p> <p>Some Level I violations may be treated as Level II violations depending on consistency and/or severity.</p>	<ul style="list-style-type: none"> <li>● Steal or possess, sell, buy stolen school/personal property valued at less than \$300</li> <li>● Damage to school/private property valued at less than \$300</li> <li>● Rude or disrespectful conduct including symbolic gestures</li> <li>● Use of profanity</li> <li>● Racial, ethnic, sexual, religious, or disability slur</li> <li>● Behavior that could cause an injury/horseplay</li> <li>● Pushing and shoving</li> <li>● Posturing to fight</li> <li>● Photographs, drawings, depictions of alcohol, drug, or tobacco use</li> <li>● Tobacco products or paraphernalia including vapors</li> <li>● Failure to follow verbal or written directives</li> <li>● Failure to follow local school rules or regulations</li> <li>● Failure to serve administrative consequence</li> <li>● Tardy to school or class</li> <li>● AWOL from school or class</li> <li>● Providing false identification or forgery</li> <li>● Violation of JCS honor code</li> <li>● Dress code violation</li> <li>● Refusal to identify himself/herself</li> <li>● Encourage other students to violate school rules</li> <li>● Public display of affection/kissing</li> <li>● Failure to follow directions, rules, and regulations</li> <li>● Electronic device violation</li> </ul>
<b>Level II</b>	<p>Level II discipline is used when students demonstrate major acts of misconduct that interfere with the orderly processes of the school.</p> <p>Consequences for Level II violations will vary from 4 to 9 days of suspension and will involve either in-school or out-of-school suspension.</p> <p>Each individual consequence is based on the severity of the rule violation and the</p>	<ul style="list-style-type: none"> <li>● Continual Level I violations</li> <li>● Setting off fire alarm</li> <li>● Damage to school property</li> <li>● Unauthorized use of school computer</li> <li>● Compromising test security</li> <li>● Damage to private property valued at \$300 or greater</li> <li>● Steal or possess, sell, buy stolen private property valued at \$300 or greater</li> <li>● Oral threat, verbal assault, or written threat</li> <li>● Harassment</li> </ul>

	<p>professional discretion of the administrator.</p> <p>Some Level II violations may be treated as Level III violations depending on consistency and/or severity.</p>	<ul style="list-style-type: none"> <li>• Bullying (see state law)</li> <li>• Physical contact of a threatening or provoking nature</li> <li>• Fighting</li> <li>• Behavior that causes injury to another student</li> <li>• Falsifying, misrepresenting, or erroneously reporting information on a staff member</li> <li>• Knife with a blade less than 2 inches</li> <li>• Dangerous objects (brass knuckles, razors, clubs, taser, etc.)</li> <li>• Tear gas, mace, pepper spray</li> <li>• Fireworks</li> <li>• Accelerants (liquid or aerosol that may be used to start a fire)</li> <li>• Sexual harassment</li> <li>• Disruption of a school bus</li> <li>• Throwing objects</li> <li>• Chronically disrupting or repeatedly violating school rules</li> </ul>
<b>Level III</b>	<p>Level III discipline is used when students demonstrate severe acts of misconduct.</p> <p>Consequences for Level III violations result in a suspension of up to 10 days, pending a student tribunal.</p> <p>If found in violation of a Level III rule, a student may be placed in an alternative program or expelled from school.</p>	<ul style="list-style-type: none"> <li>• Continual behavior violations</li> <li>• Major school disruption (bomb threat, fire alarm, etc.)</li> <li>• Disorderly conduct</li> <li>• Computer trespass (accessing unauthorized areas)</li> <li>• Arson</li> <li>• Rob or attempt to rob using violence</li> <li>• Armed robbery</li> <li>• Breaking &amp; entering/burglary</li> <li>• Terroristic threat</li> <li>• Battery</li> <li>• Knife with a blade greater than 2 inches</li> <li>• BB, pellet, airsoft, or paintball gun</li> <li>• Handgun, rifle, or shotgun</li> <li>• Destructive devices (bomb, grenade, etc.)</li> <li>• Controlled substance/drug (ritalin, adderall, etc.)</li> <li>• Non-controlled prescription drugs (prozac, amoxicillin, etc.)</li> <li>• Illegal drugs</li> <li>• Offering, requesting, and/or receiving of a substance</li> <li>• Furnishing, requesting, and/or receiving of a substance</li> <li>• Community misconduct that could pose as a threat to school</li> </ul>

		<ul style="list-style-type: none"> <li>• Felony behavior which could result in felony criminal charges</li> <li>• Sexual harassment</li> <li>• Lewd exposure</li> <li>• Obscene gestures</li> <li>• Lewd caress of self or another person</li> <li>• Sexually based offenses</li> <li>• Chronically disrupt or repeatedly violate school rules</li> </ul>
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**Jefferson Middle School** teachers utilize a three-strike system when addressing minor student misbehavior and classroom disruptions. Teachers have the flexibility to give reminders, warnings, and consequences without giving an official strike. When a strike is given, teachers will contact parents via email and/or phone call.

Each student has three strikes in each course as well as three strikes during unstructured time (e.g., hallways, cafeteria, break). Strikes reset at the beginning of the second semester.

Complete details of the three-strike system will be communicated to all students during the first week of school and will be sent electronically to parents via the grade-level newsletters.

**Jefferson High School** will use Saturdays throughout the school year for punitive measures as well as opportunities for students to make up unexcused absences. A list of Saturdays will be provided to students at the beginning of the school year. Saturday school is held in the JHS cafeteria and will start promptly at 8:00 a.m. and end at 10:00 a.m.

#### Transportation Referrals

Students are under the control of the bus driver during the times they are being transported. Rules of conduct may be established by individual bus drivers. Any violation of these rules will subject the student to disciplinary measures by the appropriate school administrator. (JCS BOE Policy JCDAD)

<b>Bus suspension, when a student is allowed to attend school, is defined by the following levels:</b>	
Level 1	Bus suspension for up to 9 days
Level 2	Bus suspension for 10 or more school days
Level 3	Student disciplinary tribunal

Video equipment is installed on all school buses. The Code of Conduct, as described in this section of the student handbook, applies to students as they ride on school buses. More specific rules state that students must stay in their seats; be respectful of others; keep head, arms, and any objects away from window openings; and refrain from eating or drinking. Large or cumbersome items, such as balloons, pets, glass objects, or any other items that could jeopardize safety will not be allowed on buses. Consequences for inappropriate bus behavior may include, but are not limited to conferences with the student and/or parents/guardians, assigned seating, or suspension from the bus for one or more days. Parents are contacted by phone and/or sent copies of bus discipline referrals through the student. It is the responsibility of the bus driver to deliver students to

the designated address. Thereafter, it remains the responsibility of the parent/guardian to provide the necessary supervision upon student drop-off.

## CURRICULUM, ASSESSMENT, & INSTRUCTION

The curriculum implementation in the Jefferson City School System is aligned with the content standards approved and adopted by the Georgia Department of Education. All curriculum and instructional materials are approved by the Jefferson City School System Board of Education in accordance with state board rules and regulations. Instructional materials, including library books, technology resources, and other teaching aids, are provided to help teachers carry out the instructional program. Textbooks are loaned to the student as needed and should be treated as borrowed property. If a textbook is lost or damaged, the student must make payment in accordance with the Georgia Department of Education price list.

### Georgia Milestones Assessment System

End-of-Grade assessments are administered to students in grades 3-8 as required by Georgia law in late April/early May each year. The schedule for testing will be distributed to parents during the second semester of the school year.

End-of-Course assessments are administered to students in grades 9-12 in the following courses: American Literature, Algebra 1, Biology, and U.S. History. These state-mandated assessments are administered in December and May at the end of each semester. Student performance on End-of-Course assessments are counted as part of the final course grade. The schedule for testing will be distributed to parents several weeks prior to the testing window.

Please make every effort to avoid any scheduled absences during the testing period.

### Field Trips

Field trips may be taken by classes and groups of the Jefferson City School System as an extension of regular educational experiences. Students participating in field trips must present written permission to school officials from parents/guardians for such participation and must observe the same rules of conduct as prescribed for regular classroom activities. It shall be the responsibility of teachers and other school personnel to properly supervise and plan field trips in order that they shall accomplish worthwhile educational objectives. The Jefferson City School System Board of Education shall not be responsible for any injury or loss of property resulting from a student's participation in a field trip. During online registration, parents are given the opportunity to approve or deny their child's ability to attend onsite field trips (e.g., ag barn/greenhouse, wetlands, outdoor classroom, STEAM Center, Performing Arts Center, Arena). (JCS BOE Policy IFCB)

### Professional Qualifications - Parents' Right to Know

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

Principal Name	School	Phone Number	Email Address
Chrissy Joiner	Jefferson Elementary	706-367-8242	chrissy.joiner@jeffcityschools.org
Chris Whitworth	Jefferson Academy	706-367-2300	christopher.whitworth@jeffcityschools.org
Carol Ann Knight	Jefferson Middle	706-367-2882	carolann.knight@jeffcityschools.org
Rob McFerrin	Jefferson High	706-367-2881	rob.mcferrin@jeffcityschools.org

In compliance with the requirements of the Every Student Succeeds Act, parents/guardians may request if the student's teacher: (1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (2) is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived; (3) is teaching in the field of discipline of the certification of the teacher, and (4) whether the child is provided services by paraprofessionals and, if so, their qualifications.

### Jefferson Elementary & Jefferson Academy

#### Communication of Progress

Teacher-parent communication is essential to optimizing the learning process for students. The student agenda (K-3) provides a means of daily communication. In addition, weekly folders provide parents with assessment feedback in all content areas relative to the current week. Quarterly progress reports provide a summary of student performance for each 45-day period. Formal conferences with all parents will be held at least once per school year. Parents/guardians or teachers may schedule additional conferences as needed in support of student achievement and development and may request an administrator to attend if desired. Virtual conferences are available as an option to better serve our parents.

The purpose of grades is to determine students' understanding and mastery of skills in a content area at a given point in time. Students are given the opportunity to demonstrate mastery through multiple measures of performance for each course. Standards-based grading is used at Jefferson Elementary School. A combination of standards-based and numerical grades are used at Jefferson Academy. For more information, contact your child's teacher(s).

#### Promotion and Retention

The Board authorizes the Superintendent and administrative staff to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement, or retention of students in grades 1-8. Such procedures or regulations shall provide for the following:

- Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
- Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
- A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.

- Prior to a student's retention, the student's parents/guardians must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
- School-level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final. (JCS BOE Policy IHE)

## Jefferson Middle School

### Communication of Progress

Teacher-parent communication is essential to optimizing the learning process for students. Progress reports and report cards will be distributed via the Infinite Campus parent portal according to the information below. Report cards and progress reports will not be mailed home. Parents may request a printed copy from the front office at any time.

Parents and students may also access student grades daily using the parent portal through Infinite Campus. Please make sure you establish an account so that both you and your child can closely monitor your student's academic performance.

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

<b>2023-2024 Grades Reporting Calendar</b>		
<b>Grade Report</b>	<b>Grading Period Ends</b>	<b>Grades Posted to Infinite Campus</b>
9 Weeks Progress Grade	Friday 9/29	Tuesday 10/10
18 Weeks Progress Grade	Friday 12/15	Monday 01/08
27 Weeks Progress Grade	Friday 03/08	Tuesday 03/12
Yearly Final Grade	Friday 05/17	Monday 05/20

### Grading Procedures

Students in grades 6-8 are on a yearly grading system. The number of yearly classes passed determines promotion and retention. Semester exams for grades 6-8 may count up to 20% of a student's final grade. Each teacher will distribute a course syllabus, which includes more specific information regarding the calculation and components for the course grade (e.g., tests, quizzes, homework, projects, etc.).

The following grading scale will be used:

A (90-100)

B (80-89)

C (70-79)

F (0-69)

### Promotion and Retention

The Board authorizes the Superintendent and administrative staff to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement, or retention of students in grades 1-8. Such procedures or regulations shall provide for the following:

- Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional



instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.

- Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
- A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
- Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
- School-level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final. (JCS BOE Policy IHE)

Other factors that will be considered in determining the promotion, placement, or retention for students in grades 6-8 include the following: (1) passing 5 out of 6 courses; (2) standardized test results; (3) teacher recommendations; (4) parent recommendations; (5) classroom performance; (6) retention history; and (7) other considerations, such as service in special programs (e.g., IEP, Section 504, EL, MTSS).

Any 8th grade student who does not meet criteria on the initial administration of the Georgia Milestone Assessments will be given an opportunity for remediation and retest.

The school principal or designee may retain a student who meets standards on the Georgia Milestones End-of-Grade assessment(s) but does not meet other criteria as outlined in JCS School Board Policy.

When voluntary retention has been requested by a parent/guardian, the parent/guardian must contact the principal to ensure that proper guidelines have been followed before consideration of the request by the Superintendent or designee. Retention for athletic purposes is prohibited. It is not guaranteed that the awarded retention will not impact high school eligibility for athletics or other extracurricular activities. If the decision to retain is challenged at any point in time, the Georgia High School Association may be forced to rule on eligibility.

#### Participation in Extracurricular Activities

Based on local board policy, IDE(3), the Board is responsible for regulating competitive interscholastic activities in grades 6-8, and therefore adopts the middle grades requirements set forth in State Board Rule 160-5-1-.18 for Competitive Interscholastic Activities in Grades 6-12, as to student eligibility, physical examinations, and special provisions. JMS is in full compliance with local board policy IDE(3) and Georgia's "No Pass/No Play" policy. While sixth, seventh, and eighth grade students do not fall under the GHSA jurisdiction, the athletic department at JMS holds these athletes to the same rules and regulations. Students are not required to participate in any out-of-season programs, including summer, as a condition of school year participation. In order to be eligible, a student must do each the following:

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

**Sports Eligibility Requirements:** The number of classes passed per semester determines eligibility status. Students must pass five (5) classes out of six (6) for the semester to be considered eligible for the upcoming semester's extracurricular activities. Once a student is declared ineligible, he/she will remain ineligible for the remainder of that semester. Any 8th grade student who fails more than one class will be ineligible for participation in fall sports during his/her 9th grade year.

Students must be present in school for at least half of the day (3 class periods) in order to participate in extracurricular activities including practices, competitions, school dances, and/or other school-sponsored activities on that day. During a period of suspension (either in- or out-of-school suspension), the student is excluded from all school-sponsored activities, including practices, competitive events, and/or activities sponsored by the school or its employees. Students must be currently enrolled in JMS to participate in activities such as school dances, clubs, etc.

### Connections Courses

JMS offers connection courses to supplement academic instruction. The strong connections program at JMS is exploratory in nature as we strive to provide all students with an opportunity to be exposed to a variety of programs that Jefferson City School System has to offer.

Students entering 6th grade will take two (2) connections courses at a time and rotate connections courses every 9 weeks. Sixth grade students may request to take chorus or band all year, but not both.

Students entering 7th grade have an opportunity to participate in up to four (4) connections courses per year. Seventh grade students do have the option to take both band and chorus all year.

Students entering 8th grade will have the opportunity to take band, chorus and/or art all year. In addition, rising 8th grade students may request high school credit connections courses, including basic agriculture, introduction to business communication, and/or JROTC.

Rising 7th and 8th grade students are given a choice form in the spring to request specific connections courses. JMS makes every effort to attempt to register each student for his/her first choice but must consider class size when scheduling. In some cases, students will not be eligible for all connections courses based on academic needs.

Connections courses include art, band, chorus, math literacy, language arts literacy, physical education, health, weight training, agriculture, business/marketing education, music appreciation, drama, JROTC, computer science, AV/broadcasting, and engineering/technology.

### Schedule Changes

Each spring, an extensive advisement process is conducted to determine which courses will best fit the needs of the individual student. Due to this process, along with teacher and space allotments, legal guidelines, teacher schedules, and limited course selections, schedule changes will be made only for the following reasons:

- Information input error made by the school;
- Recommendation by a student support team (MTSS); and/or
- Placement in special programs such as special education, remedial, Title I, etc.

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

### Media Center

The JMS Library Media Center has a variety of resources available to students and faculty. There is a wide selection of books, which include fiction, non-fiction, and reference books. General rules in the media center include the following: (1) Books are checked out for a two-week period, and they may be renewed unless another student requests the book for a specific school project; (2) Lost books must be paid to replace at replacement cost; (3) Computer ethics must be practiced at all times, or the student's privileges for computer use will be denied; (4) Students must have a purpose to come to the media center and have written permission

from their teacher; (5) As long as behavior is appropriate, everyone is welcome in the media center; and (6) Research requiring internet access must follow guidelines established by the Board. These guidelines and permission forms may be picked up at the media center. This information is required prior to accessing the internet.

## Jefferson High School

### Communication of Progress

Teacher-parent communication is essential to optimizing the learning process for students. Progress reports and report cards will be distributed via the Infinite Campus parent portal according to the information below. Report cards and progress reports will not be mailed home. Parents may request a printed copy from the front office at any time.

Parents and students may also access student grades daily using the parent portal through Infinite Campus. Please make sure you establish an account so that both you and your child can closely monitor your student's academic performance.

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

<b>2023-2024 Grades Reporting Calendar</b>		
<b>Event</b>	<b>Grading Period Ends</b>	<b>Grades Posted to Infinite Campus</b>
Fall Semester Progress Grade Reports	N/A	August 29, 2023 September 29, 2023 November 7, 2023
Fall Semester Report Cards	Friday, December 15	January 12, 2024
Spring Semester Progress Grade Reports	N/A	February 2, 2024 March 11, 2024 April 17, 2024
Spring Semester Report Cards	Friday, May 17	May 24, 2024

### Grading Procedures

Students in grades 9-12 are on a block grading system. Examinations are given at the end of each semester, which include Georgia Milestones End-of-Course (EOC) assessments and final exams. All examinations at the end of each semester will count 20% of a student's grade for that semester. The other 80% will be based on the teacher's grading of tests, quizzes, homework, projects, etc. as specified in the course syllabus.

Upon successful completion of the course, Advanced Placement (AP) courses will carry a 10-point weight on the final grade, and Honors courses will carry a 5-point weight on the final grade. Weighted grades are not recognized for HOPE Scholarship eligibility but will be used to determine Jefferson High School student ranking and honor graduate status. In order for students to receive these additional weighted points, they must have a minimum passing grade of 70 in the course and sit for the Advanced Placement (AP) exam in May.

The following grading scale will be used:

A (90-100)

B (80-89)

C (70-79)

F (0-69)

In grades 9-12, students earn one (1) Carnegie unit of credit for each 18-week course passed.

### Graduation Requirements

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

1. Unit Credit - Students must earn the minimum number of units required for their graduating class and diploma program.
2. Required Courses - Students must satisfactorily complete specific courses required for graduation. Students should also be aware that specific courses may be required for admission to a university, college, or technical college. There can be no substitution or exemption for courses specified in the core curriculum.
3. Attendance - Attendance requirements are those set forth in the Georgia Compulsory Attendance Law.

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

### Selection of Honor Graduates & Valedictorian/Salutatorian

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

A student will be classified as an Honor Graduate if at the end of the first semester senior year, his/her cumulative GPA is 89.5-94.99.

A student will be classified as an Honor Graduate with Distinction if at the end of the first semester senior year his/her cumulative GPA is 95.0 or higher.

In order to be considered for Valedictorian or Salutatorian, a student must be enrolled at Jefferson High School four (4) semesters at the time of determination, which is at the end of the first semester of senior year.

In order to be considered for Honor Graduate or Honor Graduate with Distinction, a student must be enrolled at Jefferson High School for (2) semesters at the time of determination, which is at the end of first semester of senior year.

At graduation, cords will be worn to signify Honor Graduates and Honor Graduates with Distinction. Graduation seating will be as follows: (1) Valedictorian; (2) Salutatorian; (3) STAR Student; (4) the remainder of the graduating class will be in alphabetical order.

### Participation in Extracurricular Activities

A large number of students at JMS and JHS participate in the athletics program. There are many sports opportunities and activities throughout the year. Participating in athletics at Jefferson High School must be in accordance with the rules and regulations set forth by the Georgia High School Association (GHSA). JHS is in full compliance with Georgia's "No Pass/No Play" Policy.

In order to be eligible, a student must do the following:

- Be a regular student taking at least 4 courses toward graduation;

- Pass at least 3 subjects the previous semester (18-week grading period);
- Be on track for graduation (5 units after the 1st year, 11 units after the 2nd year, and 17 units after the 3rd year including midyear qualification);
- Complete eligibility within 8 consecutive semesters or 4 consecutive years;
- Be an amateur;
- Not attain the age of 19 prior to May 1 of the year preceding participation;
- Not be a migrant student of less than one year's standing;
- Complete a medical examination and have insurance coverage.

For more information, see local board policy IDE(3).

### Schedule Changes

Due to the extensive nature of our spring advisement procedures, all schedule changes are kept to an extreme minimum. All schedule change requests for both 1st and 2nd semesters should be made by a specific date set by student services and must be prior to the first day of school. Students should refer to the Google form link available in student services for all schedule change requests.

The following guidelines are to be followed:

- No student-initiated schedule change requests will be honored once classes start. The only requests that will be honored are teacher-initiated, cases of course error, duplication, or course needs for graduation purposes.
- Any request made after this time period must be school initiated and approved by administration. Each spring, an extensive advisement process is conducted to allow students, teachers, and parents an opportunity to collaborate on courses which will best fit the needs of the individual student.
- Due to the process, along with teacher space allotments, legal guidelines, teacher schedules, and limited course selections, schedule changes will be made only for the following reasons:
  - Student has previously passed course;
  - Error made by the school inputting information;
  - Recommendation by a JHS faculty member;
  - Placement in special programs such as special education, EL, MTSS, Title I, etc.

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

### Parent Advisement

Jefferson High School offers a parent night each spring for rising 9th grade students. This annual program provides information regarding CTAE pathways, academic electives, Advanced Placement (AP) classes, postsecondary school information, Hope GPA requirements, and additional information regarding courses offered at JHS. Counselors are available to speak with students and answer questions regarding class schedules.

### Media Center

The JHS Media Center is the learning hub of the school. As the largest classroom in the school, the mission is to play a central role in teaching and learning on a daily basis. The media center provides an energetic, collaborative learning environment that encourages student investigation and creation of ideas. The media center supports students, teachers and all members of the Jefferson community in becoming responsible consumers and users of information and technology. The media center actively promotes technology integration and literacy skills into the curriculum, and fosters a love of reading and lifelong desire to learn. Media center hours of operation are 7:45 a.m.-3:45 p.m. and are subject to change. General rules in the media center include the following: (1) The media center will be open before school each morning for students to complete assignments and/or read. (2) Books are checked out for a two-week period. A book may be renewed

unless it is on hold for another student. (3) An overdue fine of 10 cents is charged for each day a book is late, excluding weekends and holidays. (4) Magazines which are checked out and lost must be replaced at newsstand prices. (5) Lost books must be paid for at replacement cost. (6) Students may print in color in the media center at a cost of 25 cents per page. (7) Computer ethics must be practiced at all times, or the student's privileges for computer use will be denied. (8) When visiting the media center, students must have a specific purpose and a written pass from their classroom teacher. (9) If a student owes fines or has an overdue book, he/she will not be allowed to check out any other materials until the account is clear. (10) No food is allowed in any part of the media center. (11) Water is the only beverage allowed in the media center.

### ACT/SAT

Students may obtain information regarding the SAT (Scholastic Assessment Test) and ACT (American College Test) in the student services office. In addition, students are encouraged to refer to specific college entrance requirements to determine the appropriate exam for postsecondary purposes. All dates for testing and deadlines for registering are available in the student services office and on the school's website. The Jefferson High School code number for both tests is 111700. Technical schools do not require the SAT or ACT for admission. Students may use the Accuplacer or scores earned on tests given at the technical school.

### Transcripts

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

## **DRESS FOR EXCELLENCE**

Dress code requirements for students enrolled in the Jefferson City School System have been established to ensure students dress in a manner conducive to the orderly operation of the schools. Upholding high standards of excellence is a shared responsibility between home and school. These requirements are designed to promote success now and in the future.

### **Jefferson Elementary & Jefferson Academy**

All JES and JA students are required to wear school uniforms as specified below. Approved school colors are khaki, red, white, navy blue, and royal blue. All clothing must be solid, approved school colors only.

### School Uniform Requirements

- Shirts must have a collar and be polo-style or button-up.
- Pants, shorts, skirts, jumpers, and dresses must be fingertip length or longer.
- Belts are not required.
- Wind pants and sweatpants are not permitted.
- Jumpers must have a collared shirt underneath them.
- Leggings worn under pants, shorts, skirts, or jumpers must be solid and in approved school colors.

### Spirit Day Dress

- Students may wear jeans, gym shorts, or wind pants in solid, approved school colors.
- T-shirts, sweatshirts, hoodies must be in solid, approved school colors or display a Jefferson spirit logo.
- Dresses, shorts, and skirts must be fingertip length.
- Jeans with holes are not permitted.

### Free Dress Day

- Shirts or dresses with spaghetti straps, tanks, or halters are not permitted.
- Dresses, shorts, and skirts must be fingertip length.
- Jeans with holes are not permitted.

### Please Note:

- Sweatshirts must be in school colors (red, white, navy blue, or royal blue).
- Light blue, turquoise, and maroon are not school colors.
- Tennis shoes are required on gym days.
- Patterned shirts and bottoms are not considered dress code.
- Rolling book bags are not permitted.
- Shoes with wheels are not permitted.
- Hoods or head coverings are not permitted in the classroom or building.
- Headbands may be worn, but animal headbands (e.g., unicorns, cat ears) are not permitted except on predetermined hat days.

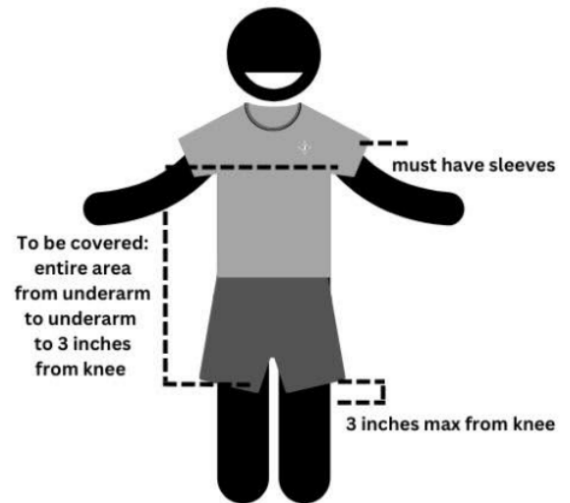
\*The clothing closet at JES and JA may be utilized to help students fulfill the dress code requirements as needed.

<b>JES &amp; JA Spirit Wear/Free Dress Days</b>	
<b><i>Date</i></b>	<b><i>Type of Dress</i></b>
August 25, 2023	Spirit Wear
September 29, 2023	Spirit Wear
October 29, 2023	Spirit Wear
October 31, 2023	“Orange Out” for Halloween with \$1 Donation to Kory Potts Scholarship
November 17, 2023	Spirit Wear
December 15, 2023	Holiday OR Spirit Wear
January 26, 2024	Spirit Wear
February 14, 2024	“Pink Out” for Valentine’s Day with \$1 Donation to Relay for Life
February 23, 2024	Spirit Wear
March 29, 2024	Spirit Wear
May 17, 2024	Free Dress OR Spirit Wear

NOTE: There may be additional opportunities for dress outside of the expected uniform that varies between JES and JA. These dates will be communicated to parents directly from the school (e.g., free dress for spring pictures).

### Approved Clothing

- Clothing must cover the shoulders and the area from one underarm across to the other, down to three inches above the knee, front and back, as illustrated in the graphic on the right.
- Clothing must have sleeves and cover undergarments.
- Rips or tears, with or without fray, in clothing must be below the knee.
- Shoes must be worn at all times and should be safe for the school environment.
- Leggings, tights, bike shorts are permitted only when layered under approved clothing that meets dress code length requirements.



### The following items are not permitted:

- Headgear and head coverings, including hats and hoods, unless for religious, medical, or other reasons approved by school administration;
- Pajamas or any attire resembling sleepwear (including slippers);
- Swimwear;
- Transparent clothing;
- Clothing, jewelry, tattoos, body markings, piercings that advertise, depict or imply the following: alcohol, drugs, tobacco; sexual activity, or nudity; gang activities; vulgar, discriminatory, or obscene language or images; illegal or violent conduct; weapons;
- Shoes with attached wheels or cleats;
- Sunglasses; and
- Blankets.

**Failure to follow and comply with the dress code is a violation of the JCS Code of Conduct. Parents will be notified if a student does not meet the dress code requirements, and the student will be assigned disciplinary consequences as outlined below.**

<b>1st Offense</b>	<ol style="list-style-type: none"> <li>1. The student will be required to change into clothing that meets the dress code requirements.</li> <li>2. The student will receive a warning.</li> </ol>
<b>2nd Offense</b>	<ol style="list-style-type: none"> <li>1. The student will be required to change into clothing that meets the dress code requirements.</li> <li>2. The student will be assigned one (1) day of detention.</li> </ol>
<b>3rd Offense</b>	<ol style="list-style-type: none"> <li>1. The student will be required to change into clothing that meets the dress code requirements.</li> <li>2. The student will be assigned one (1) day of in-school suspension (ISS).</li> </ol>
<b>4th Offense</b>	<ol style="list-style-type: none"> <li>1. The student will be required to change into clothing that meets the dress code requirements.</li> <li>2. The student will be assigned one (1) day of out-of-school suspension (OSS).</li> </ol>
<p>If a student is unable to change into clothing that meets the requirement, the student will be assigned to ISS for the remainder of the school day to complete assignments.</p>	

*\*The JMS and JHS administrators reserve the right to implement a behavior contract and/or assign additional consequences for repeated violations of the dress code requirements.*



Jefferson Middle School students who are scheduled for health/physical education courses will be required to wear the JMS physical education uniform. These uniforms may be purchased at the beginning of the school year and throughout the school year from the health/physical education teachers.

At this time, Jefferson High School students who are scheduled for health/physical education courses are not required to wear uniforms; however, they are expected to adhere to the Grades 6-12 dress code requirements as specified above during regular school hours.

## ENROLLMENT & WITHDRAWAL

All procedures and provisions regarding school admissions, transfers, and withdrawals will be in accordance with JCS BOE Policy JBC and other applicable state and federal laws and regulations.

### Admission Requirements

The parent/guardian or other designated person must provide proof of authorization (e.g., driver's license, passport, other official photo identification) along with the following documents when enrolling a student in the Jefferson City School System:

1. A certified copy of the enrolling student's birth certificate must be provided.
2. An updated certificate of immunization (DHR form 3231) from a licensed physician (O.C.G.A. 20-2-771) is required, unless there is an exemption for religious grounds. No child shall be admitted to Jefferson City Schools unless such child has been immunized from contagious diseases as defined by the State Board of Health. Parents must furnish school personnel with a certificate from a licensed physician acknowledging that the child has been immunized. (JCS Policy JGCB)
3. An official eye, ear, and dental certificate must be presented to ensure that the child has been examined (O.C.G.A. 20-2-770). Kindergarten students will be provided an eye, ear, and dental screening during the initial enrollment period.
4. A copy of the child's official social security card or a signed form stating the individual does not wish to provide the social security number (O.C.G.A. 20-2-150) is required. No student shall be denied enrollment in Jefferson City Schools for declining to provide his/her social security number or for declining to apply for such a number. (JCS Policy JBC (3))
5. Two proofs of residency are required and must include a utility bill (e.g., electrical, water, or gas) in the name of parent/guardian with whom the student resides and a lease, house contract, property deed, paycheck stub in the name of the parent/guardian with whom the student resides, unless the student is homeless and the McKinney-Vento act applies.
6. In instances where a student does not reside with a legal parent/guardian, the person enrolling the child must obtain and complete a Non-Parental Affidavit of Residence form to be kept on file in the student's permanent record.
7. Parents/guardians of any student(s) transferring to Jefferson City Schools from another school system will be required to sign a Request for Records form to submit to the student's previous school.
8. Parents/guardians of twins or other multiples may request the same classroom placement if in the same grade level, at the same school, and meet class eligibility requirements. However, the request must be received no later than five (5) days before the first day of school. Students new to Jefferson City Schools who register after the school year begins must make the request within the first five (5) days of enrollment.
9. If students and parents/guardians reside at the home of a relative or other individual, a Multi-Family Residency form will need to be signed by the parents/guardians and homeowner and notarized to be submitted to the school with a utility bill in the name of the homeowner.
10. If the person enrolling the student is acting under the authority of a power of attorney executed by a parent/guardian serving in the military, the school shall allow the student to enroll. The school system

may require proof of a duly executed power of attorney and/or certificate of acceptance as guardian, escort, or attorney. The school system shall not require such persons to obtain legal guardianship.

Failure to provide the listed documents may result in the child's removal from school.

#### Non-Resident Students

Non-resident students will be considered for admission into the Jefferson City School System in accordance with JCS BOE Policy JBCB. The Jefferson City School System Board of Education appreciates the positive contributions non-resident students have made, and will continue to make, to the overall success of the system. The Board desires to continue enrolling out-of-district students in a fashion that will facilitate a quality instructional program for all its students.

Non-resident students enrolled in Jefferson City Schools are required to pay tuition as determined annually by the Jefferson City School System Board of Education. Annual tuition is due upon acceptance and prior to the beginning of each school year. When considering the admission of non-resident students, the first and foremost priority of the Jefferson City School System Board of Education is the potential for academic success as exhibited by transcripts, standardized testing results, and/or performance on placement tests administered by Jefferson City Schools. Other factors for consideration are specified in JCS BOE Policy JBCB. Transportation for non-resident students will be the responsibility of the parent/guardian.

When a student and his/her parent/guardian relocate from a city of Jefferson residency to an out-of-district residency, the student must comply with Policy JBCB once non-residency has been established. It is the parent/guardian's responsibility to immediately complete an out-of-district application and a parent/student contract for continued admission consideration. Failure to report in a timely manner may result in the dismissal from school.

Non-resident students seeking to enroll in Jefferson City Schools must complete an Application for Admission. Applications must be filed with the principal of the school to which the student is applying. In addition, the student and parents/guardians must sign a Contract of Agreement with Jefferson City Schools stating that they are aware that a non-resident student is admitted based upon the student's good behavior, attendance, and willingness to perform the academic assignments required of all students. The student's parent/guardian agrees to cooperate and participate in conferences involving their child and will endeavor to motivate their child to behave and achieve academically. If the non-resident student's behavior, efforts to achieve, attendance, and/or grades deteriorate, or any other good and sufficient cause, the principal of the school to which the student is assigned may revoke the student's privilege of attending the school.

#### Transfers from Home Study Programs or Non-Accredited Schools

The following will be adhered to for students applying for enrollment from home study programs or non-accredited schools: (1) any student from home study or non-accredited school entering grades K-8 will be evaluated on a basic skills test provided by the school system and administered by school personnel; (2) student grade placement will be determined based on the results obtained from school and state-administered tests (e.g., students entering the 4<sup>th</sup> grade will be required to obtain a passing score on the 3<sup>rd</sup> grade Georgia Milestones before being placed in a 4<sup>th</sup> grade class); (3) no credit will be given for coursework obtained in a home study program or non-accredited school unless comparable coursework is offered as part of the curriculum; (4) all students enrolled in schools are evaluated on a periodic basis in order to assess student achievement and program effectiveness. Students entering or reentering the school system will be required to participate in all state or local testing programs when applicable.

### Transfers Not in Good Standing

No student transferring from another school or school system shall be admitted to the Jefferson City Schools unless or until such student presents records showing his/her prior attendance and that he/she was in good standing with that school or school system when last enrolled. The principal may satisfy this requirement verbally with the school district last attended and admit the student upon receiving verbal assurances that he/she is in good standing, not under suspension or expulsion, and that the necessary records are forthcoming. No student shall be admitted who comes from another school system during a period when suspension or expulsion from that school system is still in effect. If the student still has time remaining under suspension or expulsion before being eligible to return to the school previously attended, the student will not be eligible for admission to any school in this school system until the expiration of that suspension or expulsion period. If any student seeking admission to the Jefferson City School System from another system states in writing any good and sufficient grounds showing why this policy should not apply to him/her, a due process hearing will be provided before either the principal of the school to which admission is sought, or before some tribunal constituted by the Superintendent or designee to consist of not more than three (3) members of the administrative staff. In any case where a student seeks to transfer from another system who has been permanently expelled from such system, such student may likewise file a written statement of reasons why his/her expulsion from the other system should not disqualify him from attendance in this system, and a due process hearing as provided above will be conducted to resolve the questions of eligibility for admission.

### Procedures for Completing Student Withdrawal

Parents/guardians must notify the school registrar and appropriate teacher(s) to complete a withdrawal form prior to withdrawing students. All textbooks/library books, chromebooks, and chargers must be returned, and any outstanding account balances must be settled. These include, but are not limited to, outstanding cafeteria charges, PLUS balances, replacement costs for lost textbook(s) and/or library book(s), damaged or lost technology devices, and any other fees/fines. Once the student enrolls in a new school, personnel from that school will send a signed Request for Records form, which will enable school personnel to release school records. Any student withdrawing for the purpose of enrolling in a home study program must submit to the school a withdrawal form and file a declaration of intent with the Georgia Department of Education.

### Compulsory Attendance Law

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

All children enrolled for 20 school days or more prior to their sixth birthday shall become subject to all the provisions of state law and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained six years of age.

At the beginning of each school year or within thirty (30) days of a student's enrollment, each parent/guardian, or other person having control or charge of a student, will be provided a written summary of possible consequences and penalties for failing to comply with compulsory attendance regulations. In accordance with 20-2-690.1, all parents/guardians and any student, age 10 or older as of September 1, must sign acknowledging receipt of information related to student attendance. Completion of this form is required during the online registration process. (JCS BOE Policy JB)

### Athletics

Please visit the JCS athletics website (<https://www.jeffcityschools.org/jcsathletics/home>) for a list of middle and high school sports and head coaches, link to online ticket sales, athletic forms, schedules, etc.

Please refer to the Curriculum, Assessment, and Instruction section for more information about student eligibility and requirements for participation in Georgia High School Association (GHSA) sports.

### Bell Schedules

Bell schedules for JMS and JHS are available in the Student/Parent Toolbox located on the school system website.

### Certificate of Attendance

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

- Obtain a certificate of attendance request form from the student services office.
- Properly complete the student information on the attendance form.
- Return form to the student services office and allow 24 hours, or one school day, to complete the certificate of attendance form.
- Obtain the completed attendance form and give the original copy to Georgia Department of Motor Vehicles (DMV) when applying for either a driver's permit or license.

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

### Classroom Parties (JES & JA Only)

There are two (2) official classroom parties during the year at each grade level. One is scheduled for the last two days before winter holidays in December and one on the last day of school. No birthday parties are allowed in Grades PK-5. However, a small birthday treat may be sent to be served during lunch. Please refrain from meal-type snacks, such as pizza. Any birthday treat sent to share with the class must be store bought and sent to school in the manufacturer's packaging. If you choose to send a drink, please only send non-flavored bottled water. Please work with your child's teacher in advance if you plan to send a snack in recognition of your child's birthday. Unless you include all students within your child's classroom, party invitations may not be passed out at school.

### Jefferson School System Foundation

Jefferson City Schools receive tremendous support from the Jefferson School System Foundation, which was chartered in 1983 as a tax-exempt 501(C)(3) corporation. Independent of school administration, the Foundation is for the benefit of the school system with scholarships, special grants, supplements, and other specific programs and projects as agreed upon with the administration. The Foundation office is located at 276 Martin Street, and the contact number is 706-367-4939.

### Lost & Found

Students should label their clothes, school supplies, etc. Items found may be turned in at the main office of each school. If a student loses an article, he/she should first check the classroom then check the designated lost

and found area at his/her school. Students are encouraged to secure lost items as quickly as possible. When the lost & found bins are overflowing, the items are donated to charitable organizations. Donations will be made periodically throughout the school year.

### Media Programs

The implementation of a unified media program throughout the school system shall be based on procedures implemented by the Superintendent or designee in accordance with State Board of Education rules and regulations. The procedures shall contain provisions to ensure the following: (1) the media committee is established at the system level to be responsible for the development of media procedures for the school system, including selecting media and instructional materials, handling requests for reconsideration of materials, considering gifts of instructional resources, using non-school owned materials, and complying with copyright law; (2) the media committee at the school level shall provide input into various aspects of the media center operations, including making recommendations and decisions related to planning, operation, evaluation, and improvement of the media program; annually evaluating media services; and developing a multi-year media plan for budget and services priorities. (JCS BOE Policy IFBC)

### Moment of Silence

In compliance with Georgia law, at the opening of school on every school day in each classroom in Jefferson City Schools, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the students. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day (O.G.C.A. 20-02-1051).

### Parent Communication

The Jefferson City School System is committed to providing ongoing communication with parents/guardians in support of student learning. Open and frequent communication between home and school is essential to the success of students. The parent portal is an excellent source for up-to-date, 24-hour a day information on academic progress and attendance. It is important that parents/guardians keep teachers informed of any developments which might influence the student's performance at school.

The schools will communicate with parents/guardians and other stakeholders in the following ways: website, Facebook, Instagram, IC parent portal/school messenger, JCS mobile app, Dragon Digest, school newsletters, email, and PTO/school council meetings.

### Parental Involvement

Parental involvement is crucial to the learning process. The Jefferson City School System Board of Education encourages parents/guardians to become involved in their child's education to ensure the child's academic success. Parents/guardians are encouraged to set a personal goal to be involved and engaged in one or more parental involvement opportunities at Jefferson City Schools. Specific opportunities for parent involvement will be communicated throughout the school year at each school.

### Right of Refusal

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

The following information is considered as directory information: (a) student's name, address, and telephone numbers; (b) student's date and place of birth; (c) student's participation in official school clubs and sports; (d) weight and height of a student if he/she is a member of an athletic team; (e) daily attendance in Jefferson City

Schools; and (f) awards received during time enrolled in Jefferson City Schools. Unless a parent/guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must present your request in writing to the school principal upon enrollment for each school year.

#### School Ceremonies & Observances

It is the policy of the Jefferson City School System Board of Education that each student be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. The principal of each school will schedule the time and manner for the recitation of the Pledge of Allegiance. Each teacher will be informed of this policy and will adhere to the same. All students will be encouraged to stand; however, students not participating in the recitation of the Pledge of Allegiance may stand and refrain from reciting or remain seated. (JCS BOE Policy IKD)

#### Snacks from Home (JES & JA Only)

Students are allowed to bring a healthy, nutritious snack to eat at a specified time during the day as determined by their teacher. Snacks sent in to share with the class must be store bought, and sent to school in the manufacturer's packaging. We encourage all parents to send a bottle of water with their children each day. In support of hygiene, students should take home water bottles daily to be washed and refilled each evening. Drinks are restricted to water (no flavored water, soda/carbonated beverages, or energy drinks).

#### Student Clubs & Organizations

According to Georgia Law, Code Section 20-02-0705, a parent/guardian may decline permission for his/her child to participate in a club or organization. If a parent/guardian wishes to exercise this right, he/she must present the request in writing to the principal prior to enrollment or at the beginning of the school year. The list of clubs & organizations by school are listed on the system website. Specific opportunities for involvement will be communicated through the school.

All clubs and organizations must have a faculty sponsor/advisor who is a school system employee and holds a valid GaPSC certificate. No new clubs will be formed during the school year. Requests for establishing a new club must be submitted to the school principal for consideration. An application must be submitted to the school principal to determine approval.

#### Student Deliveries

Instructional time is essential to students' academic success, and every effort will be made to avoid class interruptions to deliver items to students (e.g., school supplies, lunch, projects). This includes, but is not limited to, birthdays, Valentine's Day, and other holidays.

#### Student Fees, Fines, Charges

The Jefferson City School System Board of Education provides a free education for all students enrolled. The Board provides basic instructional materials required to complete each course of study funded for credit under Georgia's Quality Education Act. Students may be required to supply materials basic to all courses. Materials such as paper, pencils, crayons, and pens shall be supplied by the student. However, no specific types or brands may be required. Students may be charged a reasonable fee for lost, damaged, or abused school system property. Donations may be accepted and fees for extracurricular activities may be charged, so long as neither is made a condition of attendance or credit within the normal academic program. Examples of legitimate charges include, but are not limited to, gate admissions, student publications, graduation fees (if participation is not required), replacement/repair costs for loss or abuse of school property, technology, and activity fees. Students may be required to provide clothing appropriate for each course. Student fees, fines, and charges may be paid using the online payment center on the school system's website. Payment by check is subject to a

\$20.00 processing fee if returned by the bank as non-collectable. The parent/guardian will be responsible for this fee.

### Visitors

Pursuant to O.C.G.A. 20-2-1180 and 16-7-21 and other local safety procedures and protocols, all visitors must report to the front office immediately upon entering the building. Photo identification is required. Visitors must obtain and wear a visitor's badge at all times while in the buildings. Failure to comply with these procedures may result in a misdemeanor of a high and aggravated nature and charges being filed. Jefferson High School graduates and students from other schools are not allowed in the schools for the purpose of visiting with JCS students/staff or participating in school activities during the school day.

### Work Permits/Student Employment

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

## HEALTH SERVICES

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

### Student Immunizations

For school enrollment, Georgia law requires all students to have a valid, current Immunization Certificate, Form 3231, or a notarized statement of religious exemption form (Form 2206) on file at school. If you have questions regarding specific grade level requirements or exemptions, please contact your healthcare provider or local health department. Updated forms may be uploaded during online registration or submitted (hard copy) to the school nurse.

All 7th grade students must have proof of an adolescent pertussis booster vaccination called Tdap and an adolescent meningococcal vaccination called MCV4.

All 11th grade students must have proof of a booster dose of the meningococcal conjugate vaccine on or after their 16th birthday.

If your child doesn't have health insurance or if vaccines are not covered, call your local health department and ask about no-cost or low-cost vaccines. Any questions related to required student immunizations may be directed to your child's healthcare provider or school nurse.

### Child Abuse or Neglect

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Jackson County, Georgia. Any other person who has reasonable cause to believe that a child is abused may report or cause reports to be made. Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information

provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report. Any person or official required by O.C.G.A. §19-7-5 to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor and may be punished. (JCS BOE Policy JGI)

### Concussion Management

Prior to the beginning of each season of any extracurricular athletic activity, all parents/guardians of participating students shall be provided an information sheet informing them of the nature and risk of concussion and head injury. If a student participating in an extracurricular athletic activity exhibits symptoms of having a concussion, he/she shall be removed from the activity and be examined by a healthcare provider. If a student is deemed by a healthcare provider to have sustained a concussion, the coach or other designated personnel shall not permit the student to return to play until he/she receives clearance from a healthcare provider for a full or graduated return to play. As used in this policy, a “healthcare provider” means a licensed physician or another licensed individual under a physician’s supervision, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management. Coaches, employees, and other designated individuals supervising extracurricular athletic activities are expected to use their training, personal judgment and discretion in implementing this policy. This policy is not intended to create any liability for, or create a cause of action against, the Board of Education or governing body of a charter school or their officers, employees, volunteers or other designated individuals for any act or omission to act related to the removal or non-removal of a student from an extracurricular athletic activity. The Board authorizes the Superintendent to direct the development of administrative regulations and/or guidelines needed to implement this policy. (JCS BOE Policy JGFGB)

### Hospital/Homebound Instruction

The Jefferson City School System’s Board of Education recognizes its responsibility to provide instruction to those students enrolled in an education program who have a medically diagnosed condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education.

Hospital/homebound instruction will be provided to students, including students with disabilities, who meet the following eligibility requirements: (1) receipt of a medical referral form stating that the student will be absent a minimum of ten consecutive school days or that the student has a chronic health condition causing him/her to be absent for intermittent periods of time during the school year; (2) a statement that the student is physically able to participate in instruction; and (3) signature of a physician licensed by the appropriate state agency or board.

Instruction will be provided by a certified teacher. Students eligible for services under the Individual with Disabilities Education Act shall be served by appropriately certified personnel. The IEP Committee shall convene to review the IEP for any necessary changes and to recommend hospital/homebound instruction.

In addition to the hospital/homebound teacher, an adult shall be present during each entire home instructional period, except where instruction is provided through telecommunication devices. Each school shall count present the student receiving hospital/homebound educational services if such instruction is provided a minimum of three (3) hours per week, excluding travel time.

In the event that a student is hospitalized under the appropriate hospital/homebound criteria in a facility outside the school system, the school system shall be responsible for the student’s academic instruction. The Superintendent or designee shall be authorized to make arrangements or contract for hospital-based instruction with the hospital directly, with the school system in which the hospital is located or with appropriately certified teachers in the geographic area. Upon discharge, hospital/homebound instruction may continue according to need.



### Medication

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

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

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

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability. (JCS BOE Policy JGCD)

### Student Accidents

The function of the school in relation to sudden illness and accidental injury is one of emergency handling of the situations. School personnel shall act promptly and intelligently in emergencies for the saving of life, the prevention of further injury, and the alleviation of pain. As soon as possible, the parent/guardian of the injured student shall be notified. The Board is not responsible for subsequent treatment. All injuries, accidents, etc. that take place at school or on school premises shall be reported to the principal or designee as soon as possible. The circumstances surrounding an injury shall be reported by the teacher to the principal in writing as soon as practicable following an accident where injury results.

### Student Accident Insurance

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

### Suicide Prevention

The Board of Education shall provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education. The Superintendent or designee shall develop procedures to address at a minimum, suicide prevention efforts, intervention, and postvention. Such procedures shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts.

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

## **SCHOOL NUTRITION SERVICES**

The cafeteria is provided as a service for students and staff members. Monthly menus are posted on each school's website. It is permissible for students to bring lunches from home but not from local fast food restaurants. Soft drinks are not permitted. Students are encouraged to bring water bottles and are allowed to have water throughout the school day.

Breakfast is served each morning in the cafeteria. Please plan accordingly to ensure students have adequate time to go through the serving line, eat, and report to class on time.

<b>School</b>	<b>Breakfast Start Time</b>	<b>Report to Class</b>
JES	7:00 a.m.	7:35 a.m.
JA	7:00 a.m.	7:25 a.m.
JMS	7:50 a.m.	8:15 a.m.
JHS	7:45 a.m.	8:20 a.m.

### Free/Reduced Meals

Free and reduced price meals are provided for those children who are eligible, as determined by the family size income scale. Information explaining the free meal policy, the qualifying income scale, as well as an application, is distributed to parents/guardians at the beginning of the school year. The application is also available during online registration, or a hard copy may be obtained from the front office at each school. Applications must be completed each year, regardless of previous status. Names of children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner. There shall be no overt identification of any children by use of tokens or tickets or by any other means. (JCS Policy JGHA)

<b>Cost of Meals</b>		
<b>School</b>	<b>Breakfast Prices</b>	<b>Lunch Prices</b>
JES	\$1.40	\$2.15
JA	\$1.40	\$2.60
JMS	\$1.40	\$2.60
JHS	\$1.40	\$2.60
System Employee/Visitors	\$1.75	\$3.50
Reduced Meals (all schools)	\$0.30	\$0.40
Extra Milk	\$0.50	\$0.50
<i>*Meal prices may be adjusted to reflect rising costs.</i>		

### Student Breakfast/Lunch Accounts

There are two ways to pay for meals at school:

- (1) Students may bring money for meals in a labeled envelope from home. The envelope should include the student's name; grade level; homeroom teacher; meals for which the student is paying (breakfast and/or lunch, extra milk); date(s) which money is to be applied; and total amount of money enclosed. If an assigned number is provided for the student, this information should also be included on the outside of the envelope.
- (2) Parents/guardians may pay for meals through the parent portal in Infinite Campus. For questions or help setting up an account, please contact Ms. Savannah Hix, Director of School Nutrition, at (706)367-2546 or [savannah.hix@jeffcityschools.org](mailto:savannah.hix@jeffcityschools.org).

It is requested that parents pay for the week's breakfasts and/or lunches each Monday morning. Payments for the month should be calculated on the number of school days in the month. Payment for extra milk may be included as well. Parents may write one check for multiple children in the same school as long as complete information is recorded on the envelope.

### Charge Policy

In an emergency situation, students will be permitted to charge up to five (5) meals. Once students accumulate five (5) charges, parents/guardians and teachers will be notified of the beginning date that full meals will not be served. An alternate meal will be provided until the account is satisfied. When the account is satisfied, full meals will resume with payment.

### Cafeteria Visitors & Rules

While the participation of parents/guardians at school is encouraged, parents/guardians are not allowed to eat breakfast and/or lunch with their child(ren) on campus due to time and space constraints as well as to ensure the safety of all students.

All students will go to and remain in the cafeteria or other designated areas until the end of their respective lunch period. School employees will be present in the cafeteria each day to help monitor students. The following rules will be enforced in the cafeteria:

- Students will be expected to take their proper place in line and not go ahead of other students in line.
- Running in the cafeteria is prohibited.
- Students are expected to use acceptable table manners.
- Everyone should clean his/her immediate area before leaving the table.
- All food and litter should be disposed of properly.
- Throwing food or other items in the cafeteria is not permitted.
- Loud talking and misbehavior will not be tolerated.
- Students may not leave the cafeteria without the permission of a staff member during the lunch period.

Failure to comply with cafeteria rules may result in disciplinary action in accordance with the consequences outlined in the Code of Conduct.

## **SCHOOL SAFETY & SECURITY**

Student safety is top priority for Jefferson City Schools. System and school leaders work collaboratively with local, state, and federal agencies to ensure safety procedures and protocols are established and implemented. School-wide emergency plans are confidential and in place for inclement weather, fire, hazardous spills, and/or other situations which may call for building lockdown or evacuation. Emergency procedures and plans are reviewed regularly and adjusted as needed. Teachers are instructed in the procedures to follow in the event of a disaster or crisis situation. If evacuation becomes necessary, our first priority is the safety of the students. Thus, communication to parents/guardians may be delayed.

Safety drills (e.g., bus evacuation, fire, severe weather, etc.) are practiced regularly and in compliance with state and federal regulations. Parents/guardians should remind their child(ren) that during emergency drills students must respond quietly and quickly and follow the directions given by teachers and administrators. Failure to comply with instructions given during a fire/evacuation drill may result in disciplinary action.

### Emergency School Closing

The Superintendent or designee is authorized to take action to close one or more schools if conditions exist that may threaten the health and safety of students and personnel. The Superintendent or designee is also empowered to delay the opening hour of the school day and/or release students and personnel before the normal school day ends if hazardous conditions exist. In the event of school building closures due to severe weather, an epidemic, or other emergencies, official information will be disseminated via the customary outlets for communication (e.g., Infinite Campus messenger, [www.jeffcityschools.org](http://www.jeffcityschools.org), Jefferson City Schools social media accounts). During such closures, learning may continue according to the JCS District Continuity of Instruction Plan. Students will receive notification and information from school officials regarding digital learning requirements at the appropriate time, if applicable. If there is no notification of a school closing for the Jefferson City Schools via the customary outlets for communication, please assume that school will begin at the regular time. Decisions relative to each individual school system (Commerce City, Jackson County, and Jefferson City) in Jackson County could be different due to conditions in related areas.

## STUDENT SUPPORT PROGRAMS & SERVICES

### Academic Extension Program

To the extent feasible, instruction for students is extended through after-school and/or summer programs for those students who meet the criteria for participation.

### After-School & Summer PLUS Program (JES & JA Only)

The Programmed Learning Under Supervision (PLUS) Program is available on school days and throughout the summer, with the exception of pre-planning, post-planning, and recognized holidays, for currently enrolled PreK-grade 5 students from the time of school dismissal until 6:00 p.m. Provisions for homework, snacks, and supervised activities are provided during the school year. Students will be under the supervision of JCS board-approved staff.

Continued enrollment in the PLUS Program throughout the school year is contingent upon adherence to PLUS procedures outlined in the registration packet relative to prepaid fees, discipline, timely pickup, and parent/guardian cooperation. Students may be released from the program upon the third notification relative to prepaid fees, discipline, and timely pickup.

An opportunity for summer enrollment will be provided at the end of the school year. Summer costs and program procedures will be announced prior to start-up. Please be aware that summer field trips, some snacks, and meals are not included in the daily or weekly fees.

All students attending PLUS must be toilet trained. Rising PreK students are not eligible to attend Summer PLUS. Rising 3rd grade students will attend Summer PLUS at Jefferson Academy.

### Child Find

The Jefferson City School System offers a full range of special education services for disabled and exceptional school-age children. This includes programs and related services for students who are learning disabled, emotionally/behaviorally disordered, speech impaired, visually impaired, physically impaired, hearing impaired, intellectually disabled, autistic, traumatic brain injury, significantly developmentally delayed, other health impaired, gifted and hospital homebound. Any disabled child, age three (3) as of September 1, through age eighteen (18) or through age twenty-one (21) dependent on completion of his/her program, is eligible for special education services. In addition, center-based and homebound services are available for preschool disabled children from age three (3) through age five (5).

These programs are provided at no cost to the parent/guardian. If you are the parent/guardian of the disabled child, you may contact Dr. Trevor Metzger, Director of Special Education, at (706) 367-5209 for further information regarding the referral process. If your child has already been evaluated, we would appreciate copies of your child's records (psychological, medical, and educational). You may authorize the release of the information by contacting the person(s) or agency who evaluated your child and asking that the records be sent to us. They should be addressed to Dr. Trevor Metzger, Director of Special Education, 345 Storey Lane, Jefferson, Georgia 30549.

### Early Intervention Program (EIP)

The Early Intervention Program is a state-funded program for students in grades K-5 who meet the criteria for additional instructional support. Multiple data is used each year to determine eligibility. Various models are used to accelerate student achievement. Students exit the program as soon as they obtain the necessary skills and concepts for successful grade-level performance.

### English to Speakers of Other Languages (ESOL)

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

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

More information regarding the ESOL program may be obtained from the Georgia Department of Education at [http://www.doe.k12.ga.us/ci\\_iap\\_esol.aspx](http://www.doe.k12.ga.us/ci_iap_esol.aspx).

### Gifted Program

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

Criteria used to identify gifted students are consistent with regulations outlined in State Board of Education Rule 160-4-2-.38. The testing window for Jefferson City Schools is as follows: (1) students new to JCS - end of August through September; (2) returning JCS students and kindergarten students - January & February. All referred/considered students must be submitted to and approved by the Gifted Eligibility Committee before testing will occur.

### Migrant Education Program (MEP)

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

### Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) integrates instruction, assessment, and intervention within a multi-tiered prevention system to maximize student achievement and reduce behavior concerns. This framework is designed to improve performance outcomes of all learners through the use of evidence-based interventions and screenings that provide different levels of support needed to more effectively address individual needs of students. More information regarding MTSS may be obtained from the Georgia Department of Education at <https://www.gadoe.org/wholechild/Pages/TieredSystemofSupports.aspx>.

### School Counseling & Social Work Support

School counselors and social workers are specially trained educators who support the academic achievement and emotional well-being of all students by assisting students in planning their course of study, providing information and guidance for education and career planning, and sharing information regarding community resources as needed. School counselors are available to assist students and parents by appointment before, during, and after school. Though welcome and urged to use counseling services, students must have prior permission to visit the student services/counseling offices during class times.

### Section 504 of the Rehabilitation Act

Section 504 of the U.S. Rehabilitation Act of 1973 is designed to help parents/guardians of students with physical or mental impairments/disabilities in public schools work with educators to design customized educational plans. Section 504 defines an impairment/disability as a physical or mental impairment that substantially limits a person's ability to participate in a major life activity, such as learning, eating, walking, breathing, hearing, speaking, seeing, standing, lifting, etc.

Any student or parent/guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. Dr. Trevor Metzger, Director of Special Education, is the JCS Section 504 Coordinator and may be contacted at 345 Storey Lane, Jefferson, GA 30549. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office.

Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found on the system website or may be picked up at the central office or at any of the school offices.

### Special Education Program

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

Prior to a referral to Special Education Programs, students in the Jefferson City School System are engaged in the Multi-Tiered Systems of Supports (MTSS) process in support of improving student achievement for all learners. The Student Support Team (SST) process is included in one of the final tiers of the intervention pyramid. The SST process is a combined effort of system personnel to address the individual needs of students at the school level. Parents/guardians are invited to attend all MTSS/SST meetings. The SST may refer students for additional screening and possibly a full psychological assessment. The results of the psychological assessment will determine eligibility for special education services.

### Student Support Teams (SST)

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

### Title I Program

The Title I Program is a federally funded, supplemental program designed to ensure that all eligible students have an opportunity to obtain a high quality education and to achieve proficiency on high academic standards.

Eligibility is determined using a federal formula based on data from the U.S. Census Bureau counts of school-age children from low-income families residing in each school district.

## STUDENT TRANSPORTATION

### School Buses

School buses are staffed with qualified, competent drivers. They are charged with the responsibility of transporting students safely to and from school. Students are under the supervision of the school from the time they enter the bus until they get off the bus. Order must be maintained on the school buses at all times. See Code of Conduct for additional information regarding behavior expectations.

A list of bus routes is available on the school system website. Adjustments may be made to bus routes based on changes in student enrollment throughout the school year. For questions or more information, please contact the JCS Department of Transportation at 706-367-1787 or [bustransportation@jeffcityschools.org](mailto:bustransportation@jeffcityschools.org).

Drivers will be at their first JES/JA bus stop at approximately 6:30 a.m. If your child misses the bus on the first pickup, he/she will not be allowed to ride the bus on the second pickup, as these routes are for JMS and JHS students only.

### Student Parking

Students are not allowed to park in the staff parking areas during school hours. Parking on campus is a privilege. Therefore, certain rules and regulations are expected of the student to maintain this privilege. Any time a student begins to exhibit inappropriate grades, tardies, attendance and/or behavior, they will forfeit their parking privilege for a specified period of time up to the remainder of the school year with no refund. Any student may be denied the right to purchase parking based on previous attendance, discipline, and academic performance. In order to apply and purchase a parking permit, a student must be clear of all fines and fees. Parking must be in marked spaces only. Parking hang tags must be displayed in the parked vehicle at all times. Failure to display a hang tag may result in your vehicle being stickered and/or booted. Parking hang tags may be purchased for \$70 online and are valid through the current school year. If a parking tag is lost or discarded, a replacement tag may be purchased for \$40. Do not park in driveways, entrances or exits, or on the grass. Parking outside marked spaces, in driveways and entrances or exits of the parking lot, and parking so as to block other cars is prohibited. Returning to parked vehicles, except with the permission of an administrator, may not be done until time for the student to leave school. No loitering or congregating in the parking lot is permitted during school hours. Infractions will result in the loss of parking privileges and/or disciplinary action.

## TECHNOLOGY

The Jefferson City School System is committed to providing a twenty-first century learning environment for all students, consistent with the motto, *Exposure to Excellence Promotes Excellence*. JCS maintains a one-to-one initiative for grades 3-12. Students in grades 6-12 are allowed to take the school-issued device home.

JCS recognizes the value of computer and other electronic resources to enhance the learning environment and improve student learning. JCS encourages the responsible use of computers, computer networks, including the internet, and other electronic resources in support of the mission and goals of the school system.



### Rights and Responsibilities

It is the policy of the Jefferson City School System to maintain an environment that promotes ethical and responsible conduct in all online network activities by students. It shall be a violation of this agreement for any student to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general agreement, JCS recognizes its legal and ethical obligation to protect the well-being of students in its charge. JCS retains the following rights and recognizes the following obligations:

1. To monitor the use of online activities, including real-time monitoring of network activity and/or maintaining a log of internet activity for later review;
2. To provide internal and external controls as appropriate and feasible, including the right to determine who will have access to JCS owned equipment and, specifically, to exclude those who do not abide by the acceptable use agreement or other policies governing the use of school facilities, equipment, and materials, as well as restricting online destinations through software or other means as deemed necessary by JCS;
3. To provide guidelines and make reasonable efforts to train students in acceptable use, digital citizenship, appropriate online behavior, cyberbullying awareness, and policies governing online communications.

### Student Responsibilities

Use of the technology provided by JCS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to students at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this agreement.

### Internet

Students may only access the internet gateway provided by the school while on campus, which is monitored by a content filter software management system. Personal internet connective devices, such as, but not limited to, cell phones/cell network adapters, are not permitted to be used to access outside internet sources at any time.

### Security & Damage

It shall be the responsibility of all members of the Jefferson City School System staff to supervise and monitor the usage of the network and access to the internet, in accordance with the system policy for the Children's Internet Protection Act of 2000 (CIPA).

Damage to a device will result in financial fees according to the table below. If a device is stolen or damaged, the situation will be handled according to the current discipline policies that are in place at each school.

<b>Damage Level</b>	<b>Fee</b>
Level One	\$50
Level Two	\$100 and possible removal of take-home privilege (for JMS/JHS students)
Level Three	Full cost of repair or cost of replacement device (\$100 - \$500) and removal of take-home privilege (for JMS/JHS students)

Damage to identification elements of the device (JCS Barcode/Student Name Tag)	\$10
Loss/Damage to charging cord/stylus	\$25
Loss/Theft of Device	The parent/guardian must file a police report and a copy must be provided to the school within 2 business days of the alleged theft. If no police report is provided, full replacement cost of the device will be charged to the student.
<b>Level of damage will be determined by the Technology Department and/or administration. Any fee incurred due to damage of a device will be the responsibility of the student.</b>	

The following rules apply to the use of personal devices:

- Must not be used without permission during the school day;
- Must be in silent mode while on school campuses and while riding school buses;
- Must be charged prior to bringing the device to school, as students will not be permitted to charge devices at school;
- Strictly prohibited in all standardized testing settings;
- May not be used for non-instructional purposes during the school day (for example, making personal phone calls and text/instant messaging);
- May not be used to record, transmit, or post photographic images or video of individuals on campus, on school transportation, or during school activities, competitions, or events, unless it has been approved by an instructor;
- May not be used to infect the network with a virus, or other program designed to damage, alter, destroy, or provide access to unauthorized data or other information; and
- May not be used to process or access information on school property or at school events as related to “hacking,” altering, or bypassing the network security policies.

#### Google Apps for Education (GAFE)

Jefferson City Schools provides *Google Apps for Education* (GAFE) accounts to all students. *Google Apps for Education* is used by schools and universities worldwide to provide online productivity and collaboration tools to staff and students in a protected, advertisement-free domain. *Google Apps for Education* is hosted online by Google but managed by Jefferson City Schools. Unlike consumer Google accounts, this managed environment allows Jefferson City Schools to provide appropriate access to tools and settings to help our students grow as digital citizens. Students and staff will be able to use collaborative tools to create documents, presentations, and sites from any internet connected device at school or home.

Using GAFE accounts, students and staff will have access to the following tools along with collaborative features:

- Classroom - online classroom learning platform
- Docs - word processing tool
- Sheets - spreadsheet tool
- Slides - presentation tool
- Sites - tool for building websites and portfolios
- Storage - 30gb of online storage
- Gmail - email functionality, restricted to only sending and/or receiving email from the Jefferson City Schools domain

The use of *Google Apps for Education* in Jefferson City Schools is governed by a number of federal laws and school policies including the Child Internet Protection Act (CIPA); Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and Jefferson City School System's Technology/Acceptable Use Policy.

All content created from a school account is scanned and reviewed by technology staff including deleted content. Correspondence from a school email account should be for instructional purposes only and is included in the scanning process. According to BOE policy IFBG, the system's technology resources are provided for educational purposes that support the curriculum and the mission of Jefferson City Schools. Use of computers and network resources for any reason other than this educational purpose is strictly prohibited. Misconduct is subject to the discipline procedures listed in the Code of Conduct.

### **Student Device Agreement (JMS & JHS Only)**

JMS and JHS students will be issued a Chromebook for their personal use throughout the school year. This device will be checked out to the student, and the take-home privileges may be revoked should the device be used in an inappropriate manner. The intent of this initiative is to ensure that each JMS and JHS student has access to educational resources and digital content both at school and home. This is the student's personal learning device. Each student and parent/guardian should take time to read through this section to learn about expectations related to this device.

#### Issuance of Devices

Students enrolled in Jefferson Middle and Jefferson High Schools will be issued a device at no cost and allowed to take the device home on a daily basis. Before receiving the device, the following must occur:

- 1) Each student must complete orientation, which will provide information regarding expectations for student use of the device.
- 2) Parent/guardian and student must sign and return the Student Device Agreement.
- 3) Parent/guardian and student must sign and return the Acceptable Use Agreement.

#### Procedures and Expectations

- 1) Chromebooks are an educational tool and property of the Jefferson City School System. Chromebooks may be inspected at any time. Students should have no expectation of privacy of any materials stored on the mobile device or the associated Google account. Devices may not be used for any commercial purposes.
- 2) By signing the student device agreement, the student and parent/guardian consent to the District reviewing the device, files, music, videos, emails, and other items related to the device.
- 3) The Jefferson City School System will fully cooperate with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned devices.
- 4) Device issuance will be tracked through the District's asset management system.
- 5) The device will remain with the student for the full school year unless the student withdraws from school or the student loses take-home privileges as defined later in this document.
- 6) At all times, the student is responsible for the device, whether at home or school. The student assigned to the device is responsible for all use and content on or accessed with the device.
- 7) Students are responsible for bringing the device to school, taking the device home each day, and returning the next day with a fully charged battery. Multiple failures to charge the battery or bring the device to school will result in removal of take-home privileges.
- 8) The Jefferson City School System reserves the right to demand return of the device at any time. Students may be subject to loss of privilege, disciplinary action, and/or legal action in the event of

damage to the device or violation of the Jefferson City School System's Student Device Agreement or Technology/Acceptable Use Policy.

- 9) If a student withdraws from the Jefferson City School System, or will be absent for a period longer than two school weeks, the device must be returned to technology personnel at Jefferson Middle or Jefferson High School.
- 10) The charging cable assigned with the device must be returned with the device at the end of the school year or upon withdrawal or loss of take-home privilege.

#### Student/Parent Responsibility for Damage

Damage to a device will result in financial fees as well as possible disciplinary action. Multiple damage incidents will result in removal of take-home privilege. Various fees are listed in the table below.

Damage Level	Fee
Level One	\$50
Level Two	\$100 and possible removal of take-home privilege
Level Three	Full cost of repair or cost of replacement device (\$100 - \$500) and removal of take-home privilege
Damage to identification elements of the device (JCS Barcode/Student Name Tag)	\$10
Loss/Damage to charging cord/stylus	\$25
Loss/Theft of Device	The parent/guardian must file a police report and a copy must be provided to the school within 2 business days of the alleged theft. If no police report is provided, full replacement cost of the device will be charged to the student.
<b>Level of damage will be determined by the Technology Department and/or administration. Any fee incurred due to damage of a device will be the responsibility of the student. Jefferson City Schools may establish a payment plan for device replacement. Full replacement costs must be paid by the end of the current school year.</b>	

#### Technical Service and Repairs

In the event that your device needs repair or service, it should promptly be returned to the Technology Help Desk. If the device cannot be quickly returned to working order, a loaner device will be issued. This device is for in-school use only and must be returned to the Technology Help Desk at the end of each school day. NO REPAIRS OR SERVICE SHOULD BE ATTEMPTED BY STUDENTS OR PARENTS/GUARDIANS. Also, do not take your device to outside service providers. All service must be performed by JCS technology staff or their appointed service provider.

#### Care & Cleaning

- Only clean the screen and keyboard with a soft, clean cloth. Do not use any fluids or sprays to clean the device.
- Insert power cords, headphones, and USB devices carefully to avoid damage to device ports.
- No stickers, writing, or any kind of modifications are allowed on your device. Stickers are allowed if you purchase a personal clear case.

- Do not leave the device in non-climate controlled areas (e.g., car, garage). The device should never be left in your vehicle overnight.
- If you would like to buy a soft sleeve or carrying case for the device, you may do so.
- When carrying the device around school, carry it securely with both hands. Do not place your device in a bag with any other items (e.g., books, pens, liquids).

### Loss or Theft

If the device is lost or suspected stolen, the parent/guardian must immediately make an official report to local law enforcement. An official copy of this report must be delivered to the school within 2 business days of the loss/suspected theft. Failure to report the theft to both the police department and school in a timely manner will result in the student and parent/guardian being responsible for the full replacement cost of the device.

### Internet Access & Filtering

Every effort has been made to create a safe internet access environment for students on this device. The student is restricted to logging into the device using their @jeffcityschools.org account. While they use the device at school, students are covered by both a content filter on the network as well as the device itself. While at home, students using their device are still covered by a content filter. This filtering system, in addition to preventing students from accessing inappropriate content, also logs blocked access attempts. Repeated notifications of inappropriate browsing behavior will result in the student's take-home privileges being revoked. The Jefferson City School System is not responsible for content students may access on any networks outside of the school building.

### Waiver of Device-Related Claims

By signing the student device agreement, the student acknowledges that he/she has read, understands, and consents to follow all responsibilities outlined in this document, as well as consents to be bound by the stipulations set forth in this agreement. The student also acknowledges that the device must be returned to the District in good working order. Furthermore, the student waives any and all claims he/she, his/her heirs, successors, and assigns have against the Jefferson City School System, its Board of Education, its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this agreement.

To the fullest extent allowed by law, the student agrees to indemnify, defend, and hold harmless Jefferson City Schools, its Board of Education, its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this agreement.

**Competitive Interscholastic Activities, Grades 6-12****JCS BOE Policy IDE(3)**

The Board of Education (“the Board”) hereby adopts this policy regulating competitive interscholastic activities: (1) Each middle and high school principal shall regulate competitive interscholastic activities in his/her school and shall ensure that all staff members adhere to the school system's athletic guidelines, this policy, and related rules of the State Board of Education. The principal may delegate responsibility for supervising one or more student activities and clubs to a member or members of the professional staff, provided such individuals must act under the principal's direction; (2) To participate in extracurricular or interscholastic activities, the school system requires resident students, other than home study students, to be enrolled full-time during the semester of participation unless the student's schedule approved by school officials during the registration process provides otherwise. Home study students must enroll in and attempt to complete one qualifying course as defined in state law for each semester of participation; (3) Retention of students for athletic purposes is prohibited; (4) Each principal of a school covered by this policy shall maintain documentation of adherence to the requirements of the policy.

The Board endorses and adopts the requirements set forth in the Constitution and By-Laws of the Georgia High School Association (GHSA), including any amendments thereto, for determining the eligibility of students in grades 9-12 to participate in competitive interscholastic activities. The Superintendent shall require all high schools in the school system that sponsor competitive interscholastic activities to access and ensure compliance with the GHSA Constitution and By-Laws.

The Board is responsible for regulating competitive interscholastic activities in grades 6-8, and therefore adopts the middle grades requirements set forth in State Board Rule 160-5-1-.18 Competitive Interscholastic Activities in Grades 6-12, as to student eligibility, physical examinations, and special provisions. All schools containing students in grades 6-8 also must comply with any local requirements established by the Superintendent or designee to govern competitive interscholastic activities for middle school students.

**Equal Educational Opportunities****JCS BOE Policy JAA**

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program or activity. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations. Any student, applicant for admission, parent or guardian or other person who believes he/she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

**Complaints Procedure**

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex (except as stated below) in violation of Title IX, or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. a. Any student, applicant for admission, employee, parent/guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX, excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the report or complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him/her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he/she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.
- b. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX

Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC.

2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his/her designee shall have fifteen school days to gather all information relevant to the report or complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his/her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five school days of receiving a copy of the written response, to have the complaint referred to the Superintendent. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen school days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his/her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office for Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Contact information for the following coordinators is available on the District's website.

Title IX: Athletic Director

Section 504: Special Education Coordinator

Title VI: Associate Superintendent

ADA: Special Education Director

## **Gender Equity in Sports**

## **JCS BOE Policy IDFA**

It is the policy of the Jefferson City Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. As a part of achieving this goal, the Jefferson City School District annually shall notify all of its students of the name, office address, and office telephone number of the employee(s) who coordinate efforts to comply with and carry out the provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students. An equity in sports grievance procedure is hereby adopted which provides for prompt and equitable resolution of written student complaints, including those brought by a parent/guardian on behalf of his/her minor child who is a student, alleging any action which would be a violation of the pertinent code section. The grievance procedure shall be as follows: (1) The employee designated as the person who coordinates efforts to comply shall render his/her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision; (2) A copy of such decision shall be provided to the complainant within five days of the date of the decision; (3) A complainant shall have a right to appeal such a decision to the local board within 35 days of the date of the decision; (4) A complainant may appeal a decision of the Board in accordance with the procedures specified in O.C.G.A. §20-2-1160. The Superintendent shall annually appoint an Equity in Sports Coordinator whose responsibility is to coordinate efforts to comply with and carry out requirements in regard to equity in sports. The Equity in Sports Coordinator shall investigate any complaints communicated to the school system in regard to Equity in Sports. All donations of services or items, including booster club support, to any athletic

program, shall be accepted or rejected in accordance with Jefferson City Board of Education Policy DFK concerning donations to the school system.

### **Homeless Students**

### **JCS BOE Policy JBC(1)**

The term "homeless children and youths" is defined as provided in the McKinney-Vento Homeless Assistance Act (the Act). In accordance with the Act, every child of a homeless individual and every homeless child or youth shall have equal access to the same free, appropriate public education as provided to other students. The District shall assign and admit a child or youth who is homeless to a District school regardless of residence or whether the parent/guardian or student is able to produce records normally required for enrollment. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the State's Address Confidentiality Program when necessary. The Superintendent shall appoint a liaison for homeless children and youths.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
7. Are migratory children living in conditions described in the previous examples.

The School District will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including transportation services, Head Start and comparable preschool programs, Title I and similar state or local programs, educational programs for students with disabilities or limited English proficiency, career and technical education programs, gifted and talented programs and school nutrition programs. Appropriate secondary education and support services will be provided to ensure that homeless youths receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. The Superintendent or designee will review and revise as necessary regulations or procedures that may be barriers to the enrollment of homeless children and youths. In reviewing and revising such regulations or procedures, the District will consider issues of transportation, immunization, residence, birth certificates, transfer of school records and other documents required for enrollment. Anyone having a concern or complaint regarding eligibility, school selection, or enrollment of a homeless child or youth should first present it orally and informally to the District homeless liaison, who shall carry out the dispute resolution process as defined in the state plan for the education of homeless children and youths.

### **Internet Acceptable Use**

### **JCS BOE Policy IFBG**

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

- A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
- Procedures or guidelines developed by the Superintendent, or the Superintendent's designee, which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the internet and the world wide web;
  - Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response as required by the Children's Internet Protection Act;
  - Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;



- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

The system's technology resources are provided for educational purposes that support the curriculum and the mission of Jefferson City Schools. Use of computers and network resources for any reason other than this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the system's Technology Agreement and the system's acceptable use guidelines. Jefferson City Schools reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications from accessing inappropriate materials or from sending or receiving objectionable communications. Additionally, access to the internet and computer resources is a privilege, not a right. Therefore, users violating the Jefferson City Schools Technology Agreement or acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action. It must be understood that the internet is a global, fluid community, which remains largely unregulated. While it is a valuable tool for educational research, there are sections that are not commensurate with the community, school, or family standards. Jefferson City Schools will provide an internet filter system, which restricts access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

### **Sex Education**

### **JCS BOE Policy IDBA**

Sex education and AIDS education are part of the comprehensive health program taught in Jefferson City Schools. Prior to the parent/guardian making a choice to allow his/her child to take the specified unit of instruction, he/she shall be told what instruction is to be provided and shall have the opportunity to review all instructional materials to be used, print and non-print. Any parent/guardian of a child to whom a course of study in sex education is to be taught shall have the right to elect, in writing, that such child not receive such course of study.

### **Solicitations by Students**

### **JCS BOE Policy JKB**

The Jefferson City School System Board of Education recognizes that fundraising by student groups is necessary from time to time and such activities promote knowledge of economics, stewardship of funds, and interpersonal skills. The Board also recognizes that an unlimited number of fundraisers can burden the community unnecessarily. Thus, the Board shall limit the number of fundraising efforts from the schools and has set forth guidelines for fundraising activities including the prior approval of these activities which will regulate time(s) of fundraising activities, and the accounting of monies received and expenditures of such monies. No fundraising may be conducted without prior approval of the School Board. The principal must ensure the ready to eat foods for sale are sold in accordance with the rules established by the School Food Lunch Program. Games of chance, raffles and lotteries are prohibited.

### **Solicitations of Students**

### **JCS BOE Policy JKA**

#### **Protection of Pupil Rights Amendment (PPRA)**

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning: (1) Political affiliations or beliefs of the student or the student's parent; (2) Mental or psychological problems of the student or the student's family; (3) Sex behavior or attitudes; (4) Illegal, anti-social, self-incriminating, or demeaning behavior; (5) Critical appraisals of other individuals with whom respondents have close family relationships; (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; (7) Religious practices, affiliations, or beliefs of the student or student's parent; or (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

### **Student Data Privacy Complaints**

### **JCS BOE Policy JRA**

It is the policy of the Jefferson City Board of Education that the School District ("District") shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure. For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent/guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education. Any parent or eligible student ("Complainant") may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District. Complaints shall be handled in accordance with the following procedures: (1) The Superintendent shall designate at least one individual ("Designee") to respond to student data privacy complaints; (2) Upon the receipt of a request from a Complainant, the Designee shall provide within three (3) business days a complaint form, which may also be made available on the District's website; (3) A written response shall be provided to the Complainant within 10 business days of the Designee's receipt of the completed complaint form; (4) The Complainant may file an appeal with the Superintendent within ten (10) business days of receipt of the Designee's response; (5) The Superintendent shall provide a written response to the Complainant within ten (10) business days of receipt of the appeal; (6) The Complainant may file an appeal to the Board of Education within ten (10) business days of receipt of the Superintendent's response; and (7) The Board of Education shall render a final decision within ten (10) business days of receipt of an appeal.

### **Student Records**

### **JCS BOE Policy JR**

It is the policy of the Jefferson City Board of Education that the School District shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act). For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent/guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education. The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, parents/guardians and eligible students, including parents/guardians or eligible students who are disabled or who have a primary or home language other than English, of their rights under the FERPA and the Act, either through a student handbook distributed to each student in the school or by any means that are reasonably likely to inform them of their rights. Generally, a parent/guardian or eligible student will be permitted to obtain a copy of the student's education records upon reasonable notice and payment of reasonable copying costs.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents/guardians, eligible students, and school officials with legitimate educational interests, as described in the annual parent notice. With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent/guardian or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31.

The 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 as directory information for 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 date and place of birth; (c) Student's participation in official school activities and sports; (d) Weight and height of members of an athletic team; (e) Dates of attendance at schools within the district; (f) Honors and awards received during the time enrolled in district schools; (g) Photograph; and (h) Grade level.

### **Title IX Policy-Student Discrimination**

### **JCS BOE Policy JCAC**

The intent of this policy is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

#### **Definitions**

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. If the complainant is under the age of 18, the parent/guardian can file a complaint and act on behalf of the student.

Days for the purpose of this policy means "school days."

Deliberately indifferent means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District's nondiscrimination notice posted on its website. As used in this policy, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Dating Violence" means sex-based violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) Length of the relationship; (2) Type of relationship; (3) Frequency of interaction between the persons involved in the relationship.

“Domestic Violence” means sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

“Sex-based Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

#### Nondiscrimination Policy

It is the policy of the Board of Education to comply fully with the requirements of state law, Title IX and its accompanying regulations. The School District prohibits discrimination based on sex and sexual harassment of students by other students, employees, volunteers or others over whom the District has authority in any District education program or activity. Education program or activity includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs. The District shall respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment against a person in an education program or activity.

The District shall require that any individual designated and authorized as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including questioning, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that decision-makers receive training on any technology to be used during questioning, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The District also shall ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints of sexual harassment.

Reports or complaints made to the School District regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with the following grievance process.

#### Grievance Process

- Reports or complaints may be verbal or written and may be made at any time (including during non-business hours), in person, by mail, by telephone, or by electronic mail using the contact information posted on the school and/or district website.
- Any student, employee, parent/guardian or other person wishing to report or file a complaint alleging a violation as described above shall promptly notify either the principal or counselor at his/her school or the Title IX

Coordinator designated and authorized by the District. Any employee who receives information from a student alleging sexual harassment shall report it to the principal or Title IX Coordinator. If the alleged offending individual is the principal, the report or complaint should be made by the complainant to the Title IX Coordinator.

- The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures as defined in this policy, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The District shall treat complainants and respondents equitably by following this grievance process before punishing the respondent or providing remedies to the complainant. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as "supportive measures." However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- Formal Complaint - Upon receipt of a formal complaint, the District shall within 10 days provide the following written notice to the parties who are known:
  - Notice of the District's grievance process;
  - Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The notice shall describe the range of or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility.
  - If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to paragraph (4)(B), the District shall provide notice of the additional allegations to the parties whose identities are known.
- Dismissal of a formal complaint - The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein even if proved or did not occur in the District's education program or activity or in the United States, then the District shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of the District's code of conduct.
  - The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
  - Upon a dismissal required or permitted pursuant to paragraph (5), the District shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.
- Consolidation of formal complaint - The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- Investigation of a formal complaint - After providing written notice to the parties of the receipt of a formal complaint, the District shall have fifteen (15) days to investigate. When investigating a formal complaint and throughout the grievance process, the District shall do the following:
  - Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in

connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so;

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
  - Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
  - Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
  - Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;
  - Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and
  - Create within five (5) days an investigative report that fairly summarizes relevant evidence, and at least 10 days prior to the determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
  - If at any point in the investigation of reported sexual harassment of a student, the investigator determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation. Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with Policy JAA.
- Questions - After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford a ten (10) day period for each party to have the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.
  - Determination regarding responsibility - The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall, within ten (10) days of the conclusion of the question and answer period, issue a written determination regarding responsibility. To reach this determination, the District shall apply the preponderance of the evidence standard of evidence to formal complaints against students, to formal complaints against employees and to all complaints of sexual harassment.

The written determination shall include the following:

- Identification of the allegations potentially constituting sexual harassment as defined in this policy;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
- The District's procedures and permissible bases for the complainant and respondent to appeal.
- The District shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- The Title IX Coordinator is responsible for effective implementation of any remedies.
- Appeals - The District shall offer both parties 10 days after a decision for an appeal from a determination regarding responsibility, and from a District's dismissal of a formal complaint or any allegations therein, on the following bases:
  - Procedural irregularity that affected the outcome of the matter;
  - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  - As to all appeals, the District shall:
    - Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
    - Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
    - Ensure that the decision-maker(s) for the appeal complies with the training standards set forth in this policy;
    - Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
    - Issue a written decision describing the result of the appeal and the rationale for the result; and
    - Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.
- Informal resolution - The District shall not require as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the District shall not require the parties to participate in an informal resolution process and shall not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District does the following:
  - Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
  - Obtains the parties' voluntary, written consent to the informal resolution process; and
  - Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- Recordkeeping - The District shall maintain for a period of seven years records of the following:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website, shall make these materials available upon request for inspection by members of the public.

For each response required under the District's process for responding to a sexual harassment formal complaint, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

- Confidentiality - The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by federal or state law or regulations, or to carry out the purposes of Title IX requirements, including the conduct of any investigation or judicial proceeding arising thereunder.
- Retaliation Prohibited
  - No District or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Complaints alleging retaliation may be filed in accordance with the procedures specified in Policy JAA.
  - The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subparagraph (a).
  - Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph (a); provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
- Time Frame - The District shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

NOTICE: The District is required by Title IX and its implementing regulations to notify employees, students, parents/guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District that the District does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment. Contact information for the District's Title IX Coordinator is located on its website and in all handbooks or catalogs that the District makes available to employees, students, parents/guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District. Inquiries about Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.