



**2025-2026**

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**Administration**

**Desmond Foster - Principal**

Mr. Tom Gochenour - Assistant Principal - Athletic Director

Mrs. Theresa Lubin - Assistant Principal - SPED and 9th Grade Director

Mr. Dary Myricks - Assistant Principal

Mrs. Brandi Lowe - Curriculum - Instruction Specialist - Testing Coordinator

Dr. Sohmer McKibben - Assistant Principal/CTAE Director

Mr. Calvin Scandrett - Dean of Students/Athletics

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Jackson High School  
717 S. Harkness Street  
Jackson, GA 30233  
770-504-2340  
<http://jhs.butts.k12.ga.us>



***This Handbook belongs to:***

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Name: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency: \_\_\_\_\_

Email: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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## Letter from the Principal

Dear Parents, Guardians, and Students,

Welcome to the 2025–2026 school year at Jackson High School—where we grow together and succeed together. As your principal, I am honored to lead a school community that is dedicated to helping every student achieve their fullest potential.

Jackson High has a proud legacy and an exciting future. Our mission remains strong: to provide a well-rounded education that prepares students for success in college, careers, and life. Through a challenging academic curriculum, diverse extracurricular offerings, and a supportive, inclusive environment, we strive to empower all students to grow and thrive.

This year, I encourage you to take full advantage of all that our school has to offer. Get involved in clubs, sports, and activities that inspire you. Build relationships with teachers and staff who are here to support your growth. Most importantly, set goals, work hard, and take ownership of your educational journey.

These high school years will go by quickly—make the most of every opportunity. With dedication, resilience, and a positive mindset, you’ll be well-prepared to make an impact both here at Jackson and beyond.

Please take time to read the **2025–2026 Student Handbook** thoroughly. It outlines important rules, policies, and expectations for the year. After reviewing it, be sure to sign and return the **School Handbook Acknowledgement Form (Opt-Out Form)**.

Thank you for being a valued part of the Jackson High community. I look forward to working together to make this school year one of growth, achievement, and success for all.

I look forward to getting to know each of you and supporting your growth and achievements. Wishing you all the best for a wonderful school year ahead!

Sincerely,

A handwritten signature in blue ink, appearing to read "Desmond Foster", is written over a light blue rectangular background.

Mr. Desmond Foster  
Principal



## **School Contact Information**

**Jackson High School**  
717 South Harkness Street  
Jackson, GA 30233  
770-504-2340

### **Jackson High School Administration**

<b>Mr. Desmond Foster</b>	<b>Principal</b>
<b>Mr. Tom Gochenour</b>	<b>Assistant Principal</b>
<b>Mrs. Theresa Lubin</b>	<b>Assistant Principal</b>
<b>Mr. Dary Myricks</b>	<b>Assistant Principal</b>
<b>Mrs. Brandi Lowe</b>	<b>Curriculum &amp; Instruction Specialist</b>
<b>Dr. Sohmer McKibben</b>	<b>CTAE Director</b>
<b>Mr. Calvin Scandrett</b>	<b>Dean of Students</b>

### **Athletic Director**

Mr. Tom Gochenour

### **Attendance Clerk**

Mrs. Shindana Morgan

### **Guidance Counselors**

Mrs. Caroline Dodd  
Dr. Lequesha Brooks

### **Instructional Coach**

Ms. Christa Miller

### **Athletic Equity Officer & Title IX Coordinator**

Mr. Tom Gochenour  
770-504-2340 ext. 2055  
[thomas.gochenour@bcssk12.org](mailto:thomas.gochenour@bcssk12.org)

### **Media Specialist**

Mrs. Tracey Sessions

### **Registrar**

Mrs. Lindsey Peavy

### **Nurse**

Mrs. Alyssa Dobson



### **Expect More and Become More**

At Jackson High School, we have very high expectations for teachers, students and parents. We want our school to provide academic learning and to promote acceptable values and favorable attitudes. We encourage individual discovery, practical experience, and creative work. We want our students to understand now and in the future that hard work and dedication will help them to get the most out of life. These are our expectations for students:

- Students will be expected to respect themselves, respect others and respect our school.
- Students will be expected to take responsibility for their actions.
- Students will be expected to report to class with the necessary materials for participation.
- Students will be expected to put forth effort and give their best in all their classes.
- Students will be expected to strive toward their goals of excellence.
- Students will be expected to be honest and trustworthy.
- Students will be expected to cooperate with staff members at all times.
- Students will be expected to become technologically equipped to meet the challenges of the 21st century.
- Students will be expected to develop an appreciation for their cultural heritage and to acquire skills that make life interesting and enjoyable.
- Students will be expected to work with their peers, appreciating and respecting their differences, while understanding and sympathizing with their feelings.
- Students will be expected to be scholars and champions!

***Jackson High School***



***Building a Culture of Excellence!***



**Grow Together -Succeed Together!**

**The mission of the Butts County School System is to educate each student in a safe environment while providing opportunities and experiences to graduate as a productive community member.**

**Our Strategic Goals:**

Excellence in Student Achievement

Excellence in our BCSS Team

Excellence in Operations

Excellence in Culture and Climate

**We Believe:**

1. A safe environment is imperative for the growth of students, staff, and schools.
2. Recruiting, retaining, and training quality staff is required for excellence to be achieved.
3. Holding staff and students accountable for high standards and rigor will grow our schools.
4. Public education will have a positive impact on the next generation.
5. Partnering with all stakeholders is vital for transparency, collaboration, and building trust.
6. We have to be great stewards of community resources and taxes while remaining student focused.
7. Partnering with our community will enhance student opportunities.
8. Providing relevant educational experiences for every child is what makes our schools great.
9. Every student will be equipped to reach his or her academic, career, and life potential upon graduation.



## 2024-2025 Staff List

### **Counselors**

Brooks, Lequesha  
Dodd, Caroline

### **Cafeteria Staff**

Love, Kathrina  
Goodman, Dot  
Player, Karen  
Rozier, Tammy  
Webb, Bobbie

### **CTAE**

Bailey, Adrian  
Cook, Heather  
Garrett, Beau  
Crowder, Amy  
Popham, Chris  
Popham, Rachael  
**Shockley, Leanne**  
Wilder, Randell  
Wright, Jeremy  
Woodruff, Ariel

### **ELA**

Dymond, Sheila  
McLeod, Lauren  
Belton, Caitlin  
Hobgood, Tangi  
Gordon, Beth  
Novotny, Melissa  
Walker, Meghan

### **White, Kelly**

### **Fine Arts**

Bell, Deborah  
Lawhorne, Christin

### **Thomas, Greta**

Wright, Mary

### **ROTC**

Holmes, Mary  
Tanner, William

### **Baker, Randy**

### **Foreign Language**

Borum, Shannon  
Gonzalez, Erin  
Jarret, Catherine

### **Math**

Brannon, Lea  
Sona, Esona  
Eakin, Michael  
Horton, Tavia  
Johnson, Kathryn  
Rowland, Dee-Dee  
Rowland, Michaela

### **Shadix, Shelby**

### **Stewart, Katie**

### **Media Specialist**

Sessions, Tracey

### **Paraprofessionals**

Carter, Michail (EdGenuity)  
Collett, Maria  
Foster, Sa'Mya  
Kelly, Natasha  
Johnson-Mann, Roslyn  
Smith, Arrion  
Smith, Kiarra  
Smith, Teresa

### **PE**

### **Clark, Thomas**

Duffey, Ryan  
Brown, Robert  
Snell, Eddie

### **Science**

Gardner, Ashley  
Holloway, Aisha  
Johnson, Brady

### **Kolmel, Shawna**

Neal, Kennedy

Skucek, Joannah

### **Social Studies**

Hardy, Christian  
LaChappelle, Jason  
LaChappelle, Laura  
McGonigle, Kevin

Murray, Trey

### **Oldfield, Eric**

Rich, Ann  
Watson, Blake  
Worley, Leigh Ann

### **SPED**

Allen, Jamie  
Dungee, Malik  
Turner, Johnathan  
Satterfield, Don  
Flake, Michael  
McGonigle, Kelly  
Teknipp, Tyler  
Redding-Jackson Melissa

### **Smith, Taquita**

Wilson, Jonathan

### **Office Staff**

Henderson, Shirley-  
Counselors Receptionist  
Morgan, Shindana-  
Attendance Clerk  
Pulliam, Martha-  
Bookkeeper  
Stark, Cathy-  
Principal's Secretary  
Williamson, Sandra-  
Receptionist  
Roberts, Jerry - SRO  
Dobson, Alyssa - Nurse  
Peavy, Lindsey Registrar



**Preface** - This student handbook contains information that will inform the student about the expected behavior and procedures at Jackson High School. The administration wants this handbook to be a useful tool in explaining the rules. These guidelines help guarantee that the rights and well-being of every student will be respected. The administration retains the right to prescribe penalties for violations of guidelines not specifically stated here and to alter any assigned penalties as he/she sees fit. Furthermore, the administration reserves the right to amend any provisions in these guidelines, which he/she deems to be in the best interest of the educational process.

**Jurisdiction of the Board Of Education** - Students enrolled in Jackson High School are subject to the policies of the Butts County Board of Education and to the rules and regulations of the Guidelines for Student Code of Conduct as well as the student handbook. This authority applies to all school sponsored activities, but is not limited to the following:

- Transportation on School Buses
- Field Trips
- Athletic Events
- Club or Organizational Meetings
- School Sponsored Social Events
- School Groups Representing the School in Educational Events

**2025-2026 Calendar for Butts County Schools**

Labor Day, Student and Staff Holiday	September 1st
Fall Break	October 6th - 10th
Parent Teacher Conferences (½ day for students)	October 16th
Thanksgiving Break	November 24th - 28th
Semester Break (TWD Jan. 5th)	December 22nd - January 5th
Second Semester Begins students return	January 6th
MLK Day, Student and Staff Holiday	January 19th
Winter Break, Staff and Student Holiday (TWD Feb. 17th)	February 13th - 17th
Parent Teacher Conferences (½ day for students)	March 27th
Spring Break	April 6th - 10th
Graduation	May 22nd

**Progress and Report Card Schedule**

1st Semester 08/01/2025 - 12/19/2025 90 Days	2nd Semester 01/06/2026 - 05/22/2026 90 Days
1st Progress: 8/1 - 9/3 23 Days	1st Progress: 1/6 - 2/6 23 Days
2nd Progress: 9/4 -10/3 22 Days	2nd Progress: 2/9 - 3/13 22 Days
3rd Progress: 10/13 -11/12 23 Days	3rd Progress: 3/16 - 4/22 23 Days
Semester Final 11/13 -12/19 22 Days	Semester Final: 4/23 - 5/22 22 Days

\*Parents: Remember you can log into your IC portal to check on student progress.

### Testing Dates

ACT..... 9/6, 10/18, 12/13, 2/14, 4/11, 6/13, & 7/11  
 SAT..... 8/23, 9/13, 10/4, 11/8, 12/6, 3/14, 5/2, & 6/6  
 PSAT.....Oct. 16  
 ASVAB..... Sept. 30 & Feb.11  
 Financial Aid Nights (FAFSA).....Nov. 13, Feb. 10, Apr. 14 (3:30pm - 6:00pm)  
 EOC Testing .....Dec. 8-12 & May 4-8  
 EOPA Testing.....Dec. 16-17 & May 6-7  
 1st Semester Exams.....Dec. 18-19  
 2nd Semester Exams.....Seniors - May 14-15 Underclass - May 21-22

### AP Exams

AP Lit.	May 6th @ 8:00	AP World History	May 6th @ 12:00
AP Econ (Macro)	May 7th @ 12:00	AP US History	May 8th @ 8:00
AP US Government	May 8th @ 12:00	AP Biology	May 11th @ 8:00

**Daily Schedule:** Jackson High School will be operating on a Block Schedule for the 2025-2026 school year. The schedule is as follows:

#### Bell Schedule

Bell Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	7:30 AM – 8:05 AM				
Hold & Release					8:10 AM -8:25 AM
1 <sup>st</sup> Block	8:10 AM -10:00 AM	8:10 AM – 9:40 AM	8:10 AM – 9:40 AM	8:10 AM – 9:40 AM	8:30 AM – 10:00 AM
2 <sup>nd</sup> Block	10:05 AM – 11:35 AM	9:45 AM – 11:35 AM	9:45 AM – 11:15 AM	9:45 AM – 11:15 AM	10:05 AM – 11:35 AM
3 <sup>rd</sup> Block	11:40 AM – 1:40 PM	11:40 AM – 1:40 PM	11:20 AM – 1:40 PM	11:20 AM – 1:20 PM	11:40 AM – 1:40 PM
1 <sup>st</sup> Lunch	11:40 AM – 12:05 PM	11:40 AM – 12:05 PM	11:40 AM – 12:05 PM	11:20 AM – 11:45 AM	11:40 AM – 12:05 PM
2 <sup>nd</sup> Lunch	12:12 AM – 12:37 PM	12:12 AM – 12:37 PM	12:12 AM – 12:37 PM	11:52 AM – 12:17 PM	12:12 AM – 12:37 PM
3 <sup>rd</sup> Lunch	12:44 PM – 1:09 PM	12:44 PM – 1:09 PM	12:44 PM – 1:09 PM	12:24 PM – 12:49 PM	12:44 PM – 1:09 PM
4 <sup>th</sup> Lunch	1:15 PM – 1:40 PM	1:15 PM – 1:40 PM	1:15 PM – 1:40 PM	12:55 PM – 1:20 PM	1:15 PM – 1:40 PM
4 <sup>th</sup> Block	1:45 PM – 3:15 PM	1:45 PM – 3:15 PM	1:45 PM – 3:15 PM	1:25 PM – 3:15 PM	1:45 PM – 3:15 PM

#### Alternate Schedules

	Early Release Day Times	Activity Schedule Times	Extended Advisement Times	Final Exam Schedule - Day 1	Final Exam Schedule -Day 2
Morning release	8:05 AM	8:05 AM	8:05 AM	8:05 AM	8:05 AM
Advisement			8:10 AM - 8:55 AM		
1 <sup>st</sup> Block	8:10 – 9:00 AM	8:10 – 9:25 AM	9:00 – 10:20 AM	Block 1 - 8:10 -10:00 AM	Block 3 8:10 -10:00 AM
2 <sup>nd</sup> Block	9:05 – 9:55 AM	9:30 – 10:45 AM	10:25 – 11:45 AM	Block 2 - 10:05 -11:55 AM	Block 4 - 10:05 -11:55 AM
3 <sup>rd</sup> Block	10:00 - 12:03 PM	10:50 - 12:50 PM	11:50 – 1:50 PM	12:00 – 1:50 PM	12:00 – 1:50 PM
1 <sup>st</sup> Lunch	10:00 – 10:25 AM	10:50 - 11:15 AM	11:50 – 12:15 PM	12:00 – 12:30 PM	12:00 – 12:30 PM
2 <sup>nd</sup> Lunch	10:32 – 10:57 AM	11:22 - 11:47 AM	12:22 – 12:47 PM	12:40 – 1:10	12:40 – 1:10
3 <sup>rd</sup> Lunch	11:04 – 11:29 AM	11:54 - 12:19 PM	12:54 – 1:19 PM	1:20 – 1:50 PM	1:20 – 1:50 PM
4 <sup>th</sup> Lunch	11:38 – 12:03 AM	12:25 -12:50 PM	1:25 – 1:50 PM	NO 4 <sup>th</sup> lunch	NO 4 <sup>th</sup> lunch
4 <sup>th</sup> Block	12:08 - 1:08 PM	12:55 – 2:10 PM	1:55 -3:15 PM	1:55 – 3:15 PM	1:55 – 3:15 PM
Event block		2:15 - 3:15 PM			

## **Academic Information -- Promotion**

- a student must have 5 credits to be considered a sophomore
  - a student must have 11 credits to be considered a junior
  - a student must have 17 credits to be considered a senior
- 

**Advanced Placement Program (AP)** - Advanced Placement Courses: If a student enrolls in Advanced Placement courses, the student is expected to complete the Advanced Placement Exam. If a student does not take the AP exam, he or she will forfeit the advanced placement bonus points that would otherwise be awarded on the final grade. Advanced Placement courses carry a 10 point grade bonus for students who have a passing average at the end of the semester; the 10 points will not be awarded to any failing grade.

The extra points noted above will not, however, be submitted to or considered by the Georgia Student Finance Commission for the purposes of the HOPE Scholarship. Depending on state funding, students taking Advanced Placement exams may incur an exam fee.

Information about this fee will be sent home during the first six weeks of the Advanced Placement course. Any fee for the course must be paid by April 1, 2026.

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**Athletics** - The purpose of the athletic department is to help Jackson High School build character in our student-athletes and to prepare them for their adult lives. The athletic department at Jackson High School emphasizes academics, discipline and high morals. As teachers and coaches, we hope to build a strong foundation for our athletes so that they will become productive citizens.

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**High School Eligibility** - State Board policy (IDE) outlines eligibility requirements for all students participating in extracurricular activities in grades 6-12. Extracurricular is defined as any school sponsored program for which some or all of the activities are outside the regular classroom or class day. Students who participate in activities must meet the requirements of the GHSA.

Students must meet the following criteria in order to participate in competitive interscholastic activities:

1. Accumulate at least 2.5 credits that carry credit toward graduation in the semester immediately preceding participation, including summer school.
2. Take at least 3 subjects that carry credit toward graduation during the semester of participation. 34
3. Be on track for graduation in the high school grades according to the following years in attendance:
  - a. All freshmen are eligible in their first semester of high school
  - b. Students beginning their second year have earned 5 Carnegie units toward graduation;
  - c. Students beginning their third year have earned 11 Carnegie units toward graduation;
  - d. Students beginning their fourth year have earned 17 Carnegie units toward graduation.

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. Students will be required to pass a minimum of 3 out of 4 classes during the first semester to be eligible during the second semester.

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**Athletic Participation** - Any student who is assigned to In-School-Suspension, suspended out of school, suspended pending a tribunal, or who is expelled may not participate in athletics for the duration of their punishment. This includes participation in practices, games, and team meetings.

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**Cost for Participation in BCSS Athletics and Extracurricular Activities** -In BCSS, we encourage all students to engage in extra-curricular activities like Grade 6-12 school athletics, clubs, fine arts, and career/technical educational activities. We believe that student engagement in these activities improves academic performance and school climate. As a result, students are not required to "pay to participate" in

these programs. A student's inability to pay for participation costs shall not disqualify him/her from participating and shall not affect his/her status or playing time in the organization.

With that said, students may be required to pay for any uniform item, clothing item, or equipment item that they will retain private ownership of once the activity is concluded. To help the student and family with these costs for items that the students will own, most extra-curricular programs may coordinate fundraising opportunities to raise funds to reduce/eliminate these costs, and these fundraising opportunities will be coordinated and governed by the principal/athletic director, head coach or sponsor, and/or relevant booster organizations.

It is also possible that certain travel costs for some programs (like hotels and travel for events like national and state-level competitions) will require costs to be paid by students, and program fundraising efforts may also be implemented and required by those programs to reduce or eliminate those costs as well.

Required uniforms, safety equipment, and other relevant items that remain in the ownership of BCSS will be provided at no cost to the student.

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**Athletic Season Passes** for School Sports - Adults may purchase a season pass for all sports from the athletic director for \$200 (only admits 1). If the pass is lost, the price of the pass is not refundable. Season passes are not valid for away games or playoff games.

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**Title IX** The Equity in Sports Act Coordinator for the Butts County School System is Caressa Gordon. He can be reached at (770)504-2300 or by email at: [gordonc@bcssk12.org](mailto:gordonc@bcssk12.org)

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#### **ATTENDANCE: Butts County Schools Student Attendance Guidelines**

The goal of the Butts County School System is to have all children in school each and every day and on time unless there is a valid reason for the student to miss school. School attendance is critical to learning; therefore, the Georgia State Legislature has established attendance laws for the entire state. Students are expected to attend the full school day. Students should be in class by the tardy bell. Unsupervised students are to leave campus within 30 minutes of the end of the school day.

When you arrive at school, report directly to the cafeteria and remain there until the first bell rings. When the first bell rings, you will proceed to your first block class. If you take the bus, you will enter and exit at the rear of the building. When you leave, go directly to your bus and immediately board the bus. Do not loiter. If you are picked up and dropped off by a driver, you will enter and exit through the front doors. Arrangements should be made so that you are picked up immediately after dismissal. Students who are late (arriving any time after the first block has begun for any reason, excused or unexcused) should report to the Attendance Office to check in. *A student may Not participate in an after-school extracurricular activity if she/he was absent from school on the day of the activity or check in after 11:30 a.m.*

Special Information about Arriving and Leaving – Students should not arrive at school earlier than 45 minutes before the start of the school day unless they are under the direct supervision of a teacher. Students must leave campus at dismissal time unless they are under the direct supervision of a teacher/staff member.

*Note – Students May Not Remain In The Building Or On School Grounds To Await An Extracurricular Event That Begins In The Late Afternoon Or Early Evening On A School Day. Students Must Leave And Return When The Event Begins.*

## **ATTENDANCE: Butts County Schools Student Attendance Guidelines**

### **1. Excused Absences with a Doctor's Note:**

- Personal illness
- A physician's excuse/note explaining the reasons for absences must be presented to the school on the date of return to school. Failure to submit a note will result in the absence being marked as unexcused.
- The school system reserves the right to verify the accuracy of the physician's excuse.
- If a child is sent home with head lice, the student is excused for one (1) day only. Parents are expected to rid the student of head lice, get a clearance letter from the Health Department and return the child to school.

### **2. Excused Absences with a Parent's Note:**

Some examples of excused absences with a parent's note:

- Personal illness
- Serious illness or death in student's immediate family
- Court order by governmental agency
- Celebrating religious holidays
- Conditions rendering attendance impossible or hazardous to student's health/safety

A letter written by a parent/guardian, detailing the reasons for the absence, will be accepted by the school on the date of return as an excused absence. If the child is out for three (3) consecutive days, the parent/guardian must present a doctor's excuse for those 3 days to be excused.

A total of five (**5**) **parent notes** will be accepted for excused days, provided the reason given for the absence qualifies as an excused absence.

### **3. Unexcused Absences:**

Some examples of unexcused absences:

- Missing the bus, oversleeping, vacations/trips, car trouble, running errands, skipping school
- An automated phone/computer system will be used to notify parents when students are absent daily.

#### **After 3 Unexcused Days**

- Personal contact will be made and documented by a school official.

#### **After 5 Unexcused Days**

- Attendance conferences will take place with students, parents, school counselors, and administrators.
- All attendance conferences will be documented in our Student Information System.
- A letter detailing the conference will be mailed home.

#### **After 7 Unexcused Days**

- Notification will be made to the System School Social Worker,
- School will notify parent and student when the student has only three (3) absences remaining (after 7 unexcused days missed) before violating the state's attendance requirements regarding the denial of driver's permits and licenses.

#### **After 10 Unexcused Days**

- Letter mailed to parents,
- Legal action may involve charges being filed on the parent/guardian/student for violating the compulsory attendance law 20-2-690.1, for violating code section 15-11-2 (12) which includes truancy (habitually absent from school without cause) and/or deprivation (education). Parents may be subpoenaed to appear before the Butts County Attendance Task Force (ATF) to address attendance concerns.

**Excused Absences** - Following an absence from school, a student is required to submit a written excuse note to the Attendance Office prior to first period. Excuse notes should be legible and include:

- Student's first and last name
- Date(s) student was absent
- Reason student was absent
- Contact number(s) for note verification
- Parent name and signature

If a student has a legitimate excuse, the absence will be considered excused, entered into the attendance record as such, and the student will be able to make up for all missed work. If a student does not have a legitimate excuse note or the excuse note cannot be verified, the absence will be considered unexcused and entered into the attendance record. Credit for makeup work will not be given until/unless an excuse note is submitted within three (3) school days after the absences and the absence has been marked "excused." After the three day period, the absence will automatically become unexcused. Students have five (5) school days after returning from an excused absence to make up all work that was missed with the exception of long term or previously assigned work which is due the day the student returns.

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**Excused Absences According to State Board of Education Rule 160-5-1-10**

- Personal illness – documented
- Serious illness or death in the immediate family
- Court order or order by a governmental agency – documented
- Medical appointments – documented
- Observing religious holidays, necessitating absence from school
- Instances in which attendance could be hazardous as determined by the Butts County School System (i.e. snow or ice days etc.)
- Service as a Page in 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 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.

\*After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences. Nothing in this code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purpose. (0 .C .G .A. § 20-2-692 .1)

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**Tardies to Class** - Students are encouraged to be on time for each class period. Students will be marked tardy if they are not in their classrooms before the bell rings. All students must arrive at school in enough time to be in their 1st block classrooms before the 8:10 am bell rings or they will be marked tardy.

Consequences will be given when students are tardy.

- 1st and 2nd tardy - teacher assigned consequence
- 3rd tardy - lunch detention
- 4th and 5th tardy - lunch detention
- 6th - 8th tardy - 1 day ISS
- 9th and 10th tardy - 2 days ISS

- 10th tardy - OSS with parent conference upon return to sign a behavior contract that will be enforced for the remainder of the year.

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**Compulsory School Attendance Laws** Georgia O.C.G.A. 20-2-690.1 requires that every parent/guardian or other person who has control of any child between the ages of 6 and 16 shall enroll and send such child to school. All children enrolled for 20 calendar days or more in public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law. State Board of Education policy defines the school year as 180 attendance days. Any parent, guardian, or other person who has control of any child who after five unexcused days of absence and after the child's school system notified the parent, guardian, or other person who has control of any child, upon each day's absence from school shall be guilty of a misdemeanor. After two (2) reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absences without response, the school system shall send a notice by certified mail, return receipt requested. The school system shall have the parent, guardian, or other person who has control or charge of a child or children to sign a written statement of possible consequences and penalties.

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**Checking In/Out** - All students are to be present in the first block by the tardy bell. A student who arrives late (whether excused or unexcused) during the first block should report to the Front Office to check in before going to class. A student who arrives late after the first block should also check in with the front secretary before going on to class.

Any student that needs to leave school early should present a signed parent note to Front Office personnel before the first block. The student will return to the front office for a check-out slip once the note has been verified. If you are coming to school late or leaving early, you must first go to the Front Office.

\*After five (5) personal notes written by the parent/guardian for excused tardiness, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the tardy.

**College Visits** - During the junior and senior year, a student may make two (2) college visits. A college visit is a one day event. All college visitations should be completed before Spring Break. The student must complete and return to the Attendance Office the *Notification of Intent to Visit a University/College* form at least one day prior to the visit. The student must return the *Confirmation of an Off Campus College Visit* form to the Attendance Office within three days of returning to school. These absences will be considered legitimate college visits and will be entered into the attendance record as such and will not count against a student's exam exemption. Failure to complete proper paperwork, within the set time frame, will result in the absence affecting exam exemption status.

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**Cutting Class/Truancy** - If a student is any place other than that directed by the school during class time, he/she is considered cutting class and will be subject to disciplinary action. If a student is absent from school without his parents' knowledge and permission, he/she is considered truant and will be subject to disciplinary action. The school day for all students begins when they arrive on campus.

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**Illness during the School Day** - A student who becomes ill during the day should report to the school nurse in the clinic. The nurse will call a parent so that the student can be picked up or allowed to check-out. Students should not use cell phones to call parents regarding illnesses and check-out.

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**Making up Missed Assignments/Tests/Quizzes** - Except in the case of an excused absence or circumstances deemed extenuating by the teacher, students WILL NOT be permitted to make up homework, tests, and/or quizzes. A student who is present the day an assignment is made (test/quiz announced) will turn in the assignment (take the test/quiz) on the first day of his/her return to school. A student who is absent the day an assignment is made (test/quiz announced) should get his/her assignment(s) and due date(s)

for the assignment(s) on the first day of his/her return to school. Failure to turn in work (make up test/quiz) by the established due date will result in a grade of zero.

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**Prearranged Absences** - Requests for prearranged absences must be completed and submitted to the principal one week prior to the dates of absence. The forms may be obtained from the Attendance Office. Approved pre-arranged absences are designated unexcused. If they are approved, the student may make up his/her academic work. The Principal uses professional judgment in giving permission for these absences based on the reasons stated in the request. The following guidelines will apply:

- Pre-arranged absences are applicable only to trips that are considered educational in nature.
  - It is the responsibility of the student to inform the teacher(s) of the dates of the pre-arranged absence.
  - Teachers are not required to prepare assignments in advance for students who are anticipating days of absence.
  - With an approved, pre-arranged absence, the student will be permitted to make up any assignments missed while absent.
  - Arrangements to make up assignments must be completed by the student no later than 5 days after returning from the absence(s).
  - These absences will be documented as unexcused.
  - Pre-arranged absences are limited to one request per semester.
  - At the high school level, these absences will count against exam exemption and the attendance policy.
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### **Requesting Assignments during an Absence**

- A student who will be absent for three consecutive school days may get his/her assignments by calling the Guidance Office. When requesting assignments, please keep the following in mind:
  - Teachers must be given 24 hours to acknowledge the assignment request.
  - Assignments requested shall be provided within 3 school days after acknowledgement of the request.
  - Assignments requested on Monday morning, for example, may be picked up no earlier than Tuesday morning.
  - Do not request assignments for a student who has been or will be absent fewer than three (3) consecutive days.
  - Any assignments not picked up will be returned to the teachers.
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### **Behavior Guidelines**

**Jackson High School Code of Conduct** - Order and structure are a critical part of the learning process at Jackson High School. The faculty and staff seek to provide a safe and equitable learning environment for all students. Our goal is to educate not to punish. However, we feel that it is necessary to provide adequate consequences for those students who behave inappropriately. The JHS Code of Conduct establishes guidelines of acceptable behavior. Any student who breaks the code is subject to consequences from teachers and/or administration. The JHS Code of Conduct applies to every student and is applicable at school, at any school related events, on school buses, at school bus stops, and misbehavior that occurs in the community. Any staff member (principal, teacher, custodian, or food service personnel) has the right to address inappropriate behavior at any time. The following code of conduct sets forth school rules prohibiting certain types of student conduct which constitute offenses in severity from minor, major, to severe. A student found to be in violation of any one of them may be subject to a range of consequences that may include suspension, expulsion or other disciplinary consequences provided for by state board rule or law. Disciplinary action for violations will include appropriate hearings and reviews in keeping with due process. In all cases, the rights of individuals will be ensured and protected. The school will make every reasonable effort to administer the

discipline code of conduct consistently. Parents and students shall carefully read and discuss ALL information contained in the Code of Conduct. Students are subject to disciplinary action for engaging in or attempting to commit any of the prohibited behaviors listed in the Code.

BCSS has adopted this Code of Conduct (“Code”) to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct for students. All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Expected behavior is such that promotes a safe, healthy environment for all members of the learning community.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is subject to amendment at any time. The most current version of this Code is available through the school and District websites- [www.butts.k12.ga.us](http://www.butts.k12.ga.us).

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are in effect during the following times, places, and with the following conditions:

- At school or on school property at any time of the day or week;
- Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
- On vehicles provided for student transportation by the District, and/or when either the alleged offender or the alleged victim is en route to and/or from school, or to or from a school activity, function or event;
- Off school grounds when the behavior of a student: (1) is subversive to the mission and order of the school or District; or (2) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; or (3) makes the student’s continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c));
- Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences or athletic events, or is otherwise subject to the jurisdiction of school authorities;
- Off school grounds when the misconduct is directed at a school student or employee and is related to the victim’s school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school;
- Off school grounds and when a student leaves without permission of a school official, or anytime Rule 12 would apply;
- Students are responsible for items on their person and in their possession. Possession includes, but is not limited to, items found in: book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc.

Additionally, students can be suspended or dismissed from participation during the individual sport/activity and within GHSA Time Guidelines at the discretion of the coach/sponsor and administration for breaking the following rules:

- Arrested for minor in possession by consumption
- Arrested for DUI (alcohol or illegal drugs)
- Possession of illegal drugs.

Beyond the conduct standards established in the Butts County Code of Conduct, a student will be immediately dismissed from participation in the Jackson athletic/extracurricular program for a minimum of one calendar year if he/she is in possession (including possession by consumption) of alcohol or illegal drugs on campus during the school day or at any school function. A student may also be removed from

participation in a sport or program for a season if he/she is involved in misconduct resulting in severe disciplinary action.

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## **DISCIPLINE CODE RULES:**

**Rule 1: Disruption and Interference with School** – No student shall cause the disruption of any school mission, process, or function, or engage in any such conduct in any manner, whether that be by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying, any sexual harassment as defined by Board Policy JCAC or sexual misconduct, or any other conduct that interferes with the safety or operations of the school system.

**Additionally, no student shall:**

- a. Bring personal items to school (or items inappropriate for the school setting) that have the potential to disrupt classroom instructional activities or normal school operations. Additionally, the school system assumes no responsibility or liability for lost, stolen or damaged personal items brought to school or on school transportation.
- b. Occupy, block, prevent or attempt to prevent the operation of any school class, activity or lawful meeting or assembly on the school campus or at school activities.
- c. Make noise or act in any manner so as to interfere with the teacher's ability to conduct class.
- d. Refuse to properly identify himself/herself upon request of any school or system teacher, administrator, school bus driver, or other school system personnel.
- e. Use profanity, vulgarity, obscenity, or objectively offensive sexual language. Such use includes profane, vulgar, obscene words or gestures, indecent exposure, possession and/or distribution of profane, vulgar, or obscene material, or similar materials, items, or gestures. This includes, but is not limited to, inappropriate electronic communication.
- f. Loiter and/or enter onto any District property without authorization. A student is not allowed to enter the premises of a school or School District property other than his/her school, unless prior permission is received from an administrator of the school to be visited. A student may not enter any District buildings on weekends or after school without authorization.
- g. Be in an area that is not authorized by a staff member. Any unauthorized absence and/or leave from class, school, an activity, or event (AWOL). Unauthorized areas may include any location deemed to be inappropriate or unjustified for student business. This includes being present on school premises or property without a written pass by a teacher and/or administrator.
- h. Inappropriately make bodily contact with other students including, but not limited to, sexual contact or misconduct. Students shall not engage in sexual misconduct between or among students on school property or away from school which may adversely affect the education process or endangers the morals, health, safety, or well-being of other students, teachers, or employees within the school system. Students engaging in sexual acts with any student under the age of 16 may be subject to criminal charges, which, depending on the age of the individuals, may include statutory rape or child molestation. Students who are 13 or older may be charged with a felony and tried as an adult for committing offenses of rape, aggravated sodomy, aggravated child molestation, and aggravated sexual battery. In addition, students who commit such offenses may be subject to criminal penalties if convicted, which may include probation and/or imprisonment.
- i. Display or wear gang articles, paraphernalia, or clothing. Students shall not display or wear clothing or articles relating to ethnic race or color in a derogatory or inflammatory manner, or logos relating to any sadistic cult, secret society, or gang, or that bears content that is obscene, libelous, or slanderous. Students shall not recruit or solicit membership in any gang, gang-related organization, or any secret society that poses a threat to the school mission or that is subversive to good order and discipline. Students shall not display, possess, transmit, distribute, or create writing, symbols, or gestures that reference gangs or gang-related activity. Students shall not

claim membership or affiliation with a gang or with a secret society that would be subversive to good order and discipline.

- j. Trade, buy, or sell goods and services on campus that have not been approved by the school administration. Students shall not participate in any type of gambling activity.
- k. Inciting, urging, encouraging, or counseling other students to violate the student code of conduct, including when such conduct would endanger the operations of the school system or the health and safety of its stakeholders.
- l. Photographs, audio recordings, video recordings or filming are prohibited by students without expressed consent of school district staff for specified educational related purposes. Students shall not capture, receive, share, or post via the Internet any photographs or audio recordings or video recordings of any type which depict other students, school district staff, or materials that may be educational records related.

**Rule 2: Disregard of Directions or Commands** – A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

**Rule 3: Bullying** – A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. This rule will always align with the definition of bullying set forth in Georgia state law. Per Georgia law, if any student in grades 6 through 12 is found guilty of committing the offense of bullying three times in a given school year, such student shall be assigned to the alternative school. This does not limit alternative schools for one-time egregious bullying offenses. The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo optical system.

**Rule 4: Tobacco/Paraphernalia Possession** – A student shall not possess, distribute, or use any form of tobacco and/or tobacco paraphernalia, electronic cigarettes, vaping paraphernalia or substances, lighters, or matches at any time. Students are responsible for items on their person and in their possession. Possession includes, but is not limited to, items found in book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc.

**Rule 5: Illicit Drugs and Alcohol** – A student shall not possess, sell, use, transmit, or be under the influence of or in any way be detected to be in the presence of any illicit drug, alcohol, or substance "represented" to be an alcohol, illicit drug, or chemical, or any chemical(s) intended to alter one's mood or behavior. This rule includes the possession and/or use of vaping devices that are represented by students or to students to contain illegal substances in them. Misuse of a prescription or nonprescription/over-the-counter drug shall be considered a violation of this rule. Students are responsible for items on their person and in their possession. Possession includes, but is not limited to, items found in book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc. Further, students are responsible for any substance that they touch, hold, utilize or consume. Students are advised not to touch, hold, utilize or consume any substance offered to them by another student.

**Rule 6: Destruction or Theft of School Property** – A student shall not cause or attempt to cause damage to or disrupt school property or school resources or attempt to steal school property or school resources. A student shall not possess, sell, use or transmit stolen school property or resources.

**Rule 7: Damage, Destruction or Theft of Private Property** – A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, or transmit stolen property on school grounds.

**Rule 8: Assault, Battery, Threat or Harassment of a School District Employee** – A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee. A student shall not harass or insult a school employee. This includes, but is not limited to, verbal, written, and electronic means of insult, disrespectful conduct, threat, use of profanity, ethnic, racial, sexual, religious slurs, verbal and written harassment, and Internet harassment/threats.

**Rule 9: Physical Abuse, Threat, Harassment, Assault, or Battery By a Student To Another Student or To Any Person Not Employed By the School District (Includes Fighting)** – A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing or intimidating remarks, written or electronic statements, gestures or posturing toward any student which threatens the safety or well being of that person or has the likelihood of provoking a fight. This includes, but is not limited to, fighting, pushing, hitting, use of profanity, sexual harassment as defined by Board Policy JCAC or sexual misconduct, Internet harassment/bullying/threats that disrupt the school environment, or ethnic, racial, or religious slurs.

**Rule 10: Misbehavior on Bus** – A student shall obey all reasonable rules and directives of the bus driver at all times. Bus drivers and bus monitors have the discretion to determine what behaviors interfere with the safe operation of the school bus.

**No student shall:**

1. ride an unauthorized bus or disembark at an unauthorized stop
2. behave in a manner that interferes with the driver's ability to safely transport students
3. use electronic devices during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus- including but not limited to cell phones; pagers; audible radios; music players without headphones; or any other electronic device
4. use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus
5. bring any item on the bus that obstructs the bus driver's view
6. cause damage/destruction to a school bus or school bus property
7. bring or consume food, drinks, or gum without permission of school or bus staff

**Students shall:**

1. remain seated safely on the bus at all times
2. keep hands, arms, and/or objects to themselves and inside the bus
3. talk in a normal tone of voice that is conducive to safe bus transport
4. follow all other conduct rules enumerated in policy JCDA and school-level student handbook rules

(Parents with concerns related to alleged school bus misconduct, or with student safety concerns on the school bus, shall contact the school principal, not the bus transportation office. The investigation of alleged school bus misconduct is the responsibility of the school, not the responsibility of the bus transportation office. Bus suspension and other consequences are decided by the principal or designee of the school. Discipline will be administered according to the procedures in this handbook and principal discretion. School principals will coordinate with the bus transportation office when needed as part of an investigation.)

**Rule 11: Weapons and Hazardous Objects** – A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. Any student who has knowledge of a weapon on a school district campus shall immediately report such to a

school district staff member. Any student with knowledge of a weapon on a school district campus who does not immediately report such to a school district staff member, may be found complicit. The terms "weapons," "tools," "instruments," or "hazardous objects" shall include by way of illustration, but is not limited to, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun or Taser (or similar) device, pellet or BB gun, look-alike firearms, etc.); any knife (e.g., Bowie, Dirk, lock-blade hunting, pen, pocket, switchblade, utility knives of any size); any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays such as bear or pepper spray, etc.); or any "martial arts" device (e.g., Chinese star, nunchaku, dart, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which, by way of illustration, shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, ax handles, etc. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to bullets, ammunition or any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, fireworks, fuses, etc.).

**Rule 12: Unexcused Absences/Tardies/Truancy** – Truancy is defined as unexcused absences that violate system and school policy, as well as state law. A student shall not be absent from or tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official, nor shall a student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

**Rule 13: Dress and Grooming** – A student shall not dress, groom, or wear or use garments, jewelry, emblems, hairstyles, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The administration of each school will annually publish rules and standards for student dress and grooming in the student handbook that are consistent with this policy, and the school administration has reasonable discretion to determine appropriate and inappropriate dress and to administer consequences.

**Rule 14: Academic Misconduct** – A student shall not cheat in any form, whether using the ideas, knowledge, words, or visual images of another individual.

**Rule 15: Internet/Computer/Electronics Misuse** – Use at school of a computer, electronic device, and/or the Internet or school computer network for anything other than instructional purposes; includes, but not limited to, the unauthorized use of a computer, electronic device (includes cellular phones, computer watches, iPods, tablets, etc.), and/or the Internet or school computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data, and any violation of the school computer use policy. The school system assumes no responsibility or liability for loss or damage to personal devices that are brought to school.

**Rule 16: False or Misleading Reports about School District Staff** – Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

**Rule 17: Repeated Violations/ Willful Misbehavior** – Students may not willfully and repeatedly violate school system rules and state/federal laws. Students who chronically disrupt the school environment or repeatedly violate school rules may be charged with repeated violations of school rules or behavior. This

rule applies after remediation attempts such as: Behavior Support Processes or Student Multi-Tiered System of Support (MTSS) processes have been utilized. Such processes may include but are not limited to response to intervention (RTI), functional behavior assessments (FBA), behavior intervention plans (BIP), guidance counseling interventions, behavior contracts, no-contact contracts, etc.

**Rule 18: Conduct Which is Subversive to Good Order** – A student shall not perform any other act, on or off campus, which is subversive to good order and discipline in the schools. This includes, but is not limited to violations of the code of conduct, local school rules, state and federal laws, involvement in criminal gang-related behavior and/or criminal gang conduct as defined and prohibited by O.C.G.A 16-15-3 and 16-15-4, providing false information to school personnel, providing false information about school personnel, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community. The prohibited behaviors under this (Rule 18) include, but are not limited to, the following:

1. Community misconduct that would pose a threat to the school community, including but not limited to, conduct which may adversely affect the educational process or endanger the health, safety, morals, reputation, property or well-being of other students, teachers, or other employees of the District.
2. Associating oneself as an affiliate or member of a criminal street gang identified by the school and/or law authorities through one or more of the following: one's mode of dress, means and methods of communication including the use of hand signs, the possession of a publication of gang writings/symbols, or admission of membership.
3. Providing false information to or about school system personnel and/or spreading false information in the community and/or community misconduct that would be so serious as to pose a threat to the school community, mission, or environment. Includes but not limited to: falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or school employee toward a student.
4. Conduct or actions that are ethnically and racially inflammatory that would be so serious as to pose a threat to the school community, mission, or environment.
5. Behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
6. Terroristic threats (includes threats shared via social media/cyber threats)

**Rule 19: Criminal Law Violations On or Off Campus** – A student whose conduct on or off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension, referral to a disciplinary tribunal, waiver and/or placement.

1. Students enrolled in the Butts County School System who are alleged to have committed serious criminal offenses, whether on or off campus, and that may include criminal charges, are subject to immediate suspension pending a school investigation and a possible disciplinary tribunal hearing.
2. Butts County School System is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult. If refused readmission or enrollment, the student or the student's parent or legal guardian has the right to request a hearing pursuant to the procedures provided for in Code Section 20-2-754.

3. A student may be subject to suspension (for a period up to ten (10) days) and placement at alternative school if the student has been charged with a criminal law violation and if the student's continued presence at the home school potentially endangers the safety of others or which disrupts the educational process. (See student placement protocol)

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**Student Placement Protocol** - Students who have been out of school due to incarceration or detention, or who have pending criminal law charges, often need a period of transition before returning to their home school. To protect the safety of all students and staff, Butts County School System must evaluate re-enrollment requests (and proper placement) of students returning from a period of incarceration or detention due to alleged or adjudicated criminal or delinquent conduct. Any student who has been arrested for a criminal law violation and who is seeking to re-enroll in BCSS may be subject to a period of suspension and placement at the alternative school. The primary considerations for making the placement determination are the educational needs and well-being of the returning student as well as the safety of other students and staff.

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**DISCIPLINARY OFFENSE LEVELS:**

**Level I Behaviors (Minor Offenses - include but are not limited to):**

- Unprepared. Repeatedly comes to class w/out materials (teacher determines material and amount of times)
- No pass
- Tardiness
- Minor dress code
- Talking/ off task
- Dishonesty
- Failure to follow directions
- Running, pushing, shoving
- Horseplay
- Disrespectful/unkind to other students
- Indirect profane language (verbal or written)
- Uncooperative behavior (nonverbal)
- Electronic device disruptions
- Bus referral for 1st minor offense (may result in administrative warning, parent contact, up to short-term bus suspension)

Teachers may add reasonable specific behaviors to this list for their individual classrooms. If students fail to follow those additional rules, teachers can cite "failure to follow directions".

**Level II Behaviors (Major Offenses - include but are not limited to):**

- Chronic Level I behaviors
- Defiance of authority
- Disrespect for authority (verbal disrespect)
- Chronic dress code infractions
- Inappropriate computer use
- Inappropriate display of affection
- Direct profane language (verbal or written)
- Racial, ethnic, or sexual orientation slurs
- Skipping class
- Stealing
- Being in an unauthorized area (restroom, hallway, off-team, bus landing, etc. without a pass)
- Physical aggression towards students
- Bus referral
- Cheating (major assignments)
- Misbehavior/disrespect for substitute (documented on notes from the substitute)
- Rules 6 or 7: Damage, Destruction or Theft of School or Private Property (minor offense)
- Rule 16: False or Misleading Reports about School District Staff (1st Offense and /or minor infraction)

### **Level III Behaviors (Severe Offenses - include but are not limited to):**

- Rule 1: Disruption and Interference with School (A through K)
- Rule 3: Bullying (multiple offenses and/or serious infractions)
- Rule 5: Illicit Drugs and Alcohol
- Rule 6: Destruction or Theft of School Property
- Rule 7: Damage, Destruction or Theft of Private Property
- Rule 8: Assault, Battery or Harassment of a School Employee
- Rule 9: Physical Abuse, Harassment, Assault, or Battery by a Student to Another Student or to Any Person Not Employed by the District
- Rule 10: Misbehavior on Bus (major infractions)
- Rule 11: Weapons and Hazardous Objects
- Rule 15: Internet/Computer/Electronics Misuse
- Rule 16: False or Misleading Reports about School District Staff
- Rule 17: Repeated Violations/ Willful Misbehavior
- Rule 18: Conduct Which Is Subversive To Good Order
- Rule 19: Criminal Law Violations On or Off Campus

### **Disciplinary Actions and Consequences (Levels I-III)**

Some of the disciplinary actions that may be used for Level I, Level II, and/or Level III student violations of the Code of Conduct include but are not limited to the following:

- Verbal or Written Warning
- Removal from Activity/Time Out
- Removal from Bus
- Referral to Principal's Office
- Parent Conference
- Student Behavior Contract
- No Contact Contract
- Bullying Contract
- Detention
- Recovery
- In-School Suspension
- Out-of-School Suspension
- Bus Suspension
- Suspension or Removal from Extracurricular Team/Activity
- Restitution
- Work Detail
- Long-Term Suspension
- Referral to Discipline Tribunal
- Referral to Law Enforcement
- Alternative Placement
- Expulsion

\*Any combination of these or other consequences

### **Disciplinary Definitions**

Expulsion: Removal of a student from school based on the recommendations of the Butts County Board of Education Tribunal process.

Suspension: Removal of a student from school by the administration for a period of time not to exceed ten (10) days. Any student suspended from school will be excluded from all school-sponsored activities and will be given an unexcused absence from all classes. Oral notice of the charges and an opportunity for the student to explain and discuss the matter with the principal and/or assistant principal will be given to the student as

soon as possible and written notice will be given within twenty four (24) hours to parents or guardians stating the reason for suspension.

***In School Suspension:*** In School Suspension separates a student from the remainder of the student body in a controlled environment. In School Suspension allows the student an opportunity to be disciplined without interrupting his or her education. Students' assignments will be sent to the In School Suspension classroom and students will be required to complete all assignments for each class. The days spent in the In School Suspension room are used for intensive academic work with no communication among students being allowed. **Failure to abide by In School Suspension policies may result in further disciplinary actions being taken.**

***Alternative Program (NBA):*** The Butts County School System has established a long-term alternative program. This program has been designed to provide an educational opportunity for those students who exhibit difficulty demonstrating acceptable behavior in the traditional school environment. The basic rules and contracts will be explained to students and parents as placement is made.

***Work Detail:*** When appropriate, students may be offered a consequence that will not remove them from the classroom. One consequence may involve working to clean up the lunchroom after a student's lunch. Not only does this reinforce the need for students to appropriately follow rules, but this also reinforces the key civic principle that in a community a person needs to return effort and service to help make the community better for all of its members

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**Drug and Alcohol policy** - The unlawful use and possession of illicit drugs and alcohol is wrong and harmful. Any student in possession of or under the influence of THC and/or CBD without THC will be treated as an illegal drug. No student shall possess, constructively possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind; nor shall any student attempt to sell or transmit any substance that he or she alleges to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or intoxicant of any kind:

- a. on the school grounds during and immediately before or after school hours;
- b. on the school grounds at any other time when the school is being used by any school group;
- c. off the school grounds at a school activity, function or event;
- d. en route to and from school, or;
- e. off the school grounds while the student is in attendance at any school function, or are otherwise subject to the jurisdiction of school authorities. Use of a drug authorized by a medical prescription for the student from a registered physician shall not be considered a violation of this rule. Disciplinary action up to and including expulsion and referral for prosecution, will be imposed if these rules are violated. Information about any available drug and alcohol counseling, rehabilitation and re-entry programs can be obtained from the school counselors. If "first offender" status is granted to a student, that student and/or his or her parents will be responsible for the expense of any requirement of that status.

*Major offenses in Butts County Schools including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16.*

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**First Offender Status** - This status may be offered by the administration to a student who is found in simple possession of illegal drugs or alcohol at school. The penalty associated with this status is ten (10) days suspended out of school. The student must attend a school board approved drug awareness course within sixty (60) days of the beginning of the suspension. The cost of attending this course must be paid by the student and/or his or her guardians. Failure to do so will result in an automatic referral to a tribunal or the Alternative Program Placement Committee

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**Gangs and Gang Activity** - Gang membership and activity is expressly forbidden at Jackson High School. The wearing of gang colors, vandalism/tagging gang related graffiti, use of gang languages or signs or any method or sign indicating gang membership or activity is forbidden. If it is determined that a student is a member of or involved with a gang, the student will face suspension from school and/or a disciplinary tribunal.

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### **Chronic Disciplinary Problem Student Act**

**Definition – “Chronic disciplinary problem student”** means a student who exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her and which are likely to recur. A Discipline Task Force has been set up to help students and their families who are having a difficult time in school because of behavioral concerns. The Task Force will intervene with these students and parents and provide a workable plan for all parties involved (i.e. the student, parents, and school). The student and parents will be asked to take part in developing a plan, which will address the behavioral concerns (O.C.G.A. §20-2-765).

**Disciplinary Tribunal** - Students whose misconduct is serious and/or chronic will be referred to the Butts County Disciplinary Tribunal for a hearing to determine whether they should be suspended, expelled, or placed in the alternative school. When a student has been suspended, either in-school or out-of-school, for a total of five times, he/she may be considered a chronic offender.

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### **Georgia Bullying Law**

O.C.G.A. 20-2-751.4

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

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

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system.

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**Safe Tip Line** - If you have information that needs to be shared with the proper authorities, text the information to the number below or email to the address below.

School Safe Tip Line: (678)752-1512 or [jhssafetipline@bcssk12.org](mailto:jhssafetipline@bcssk12.org)

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**Bus Rules and Regulations** - The bus drivers, schools and transportation officials of the Butts County Schools are most interested in your child's safety while being transported to and from school, and to and from school-sponsored events. Therefore, we are asking your cooperation in complying with the following bus rules:

1. Pupils residing within 1½ miles of school may ride a bus from one campus to the other.
2. No bus may go down any road or street less than ½ mile long.
3. School bus stops shall not be more frequent than .2 of a mile apart.
4. Each bus must come to a complete stop at railroad crossings and must obey all traffic rules.
5. Students are expected to help keep buses clean.
6. Students are assigned a specific seat where they are expected to sit.
7. Parents should notify the Director of Transportation of the Butts County Schools, Mr. Lamar Smith, of any personal injury to a student while riding the bus. (770-504-2300 x1850)
8. No driver will put any pupil off his/her bus any place other than home or school.
9. Bus drivers will not allow for any reason pupils off the bus while traveling to and from school.
10. All students must obey the bus driver.
11. Parents will be notified in writing of suspension until damages are paid for, if necessary, or until the pupil's bus riding privileges are terminated.
12. Causes for suspension or expulsion from the bus may include smoking, chewing tobacco, eating, drinking, fighting, not riding the bus safely, leaving the bus while it is in motion, throwing objects, refusing to sit in the assigned seats or vandalizing the bus.
13. Any pupil vandalizing the bus will be suspended until damages are paid or arrangements are made for repair.
14. Any student wishing to ride a bus other than the one assigned must bring a written note from their parent or guardian to the attendance office before school to be signed by an administrator and given to the bus driver.
15. Students will speak quietly to those sitting nearby while riding the bus.
16. Parents will have their children ready and at the designated bus stop at the estimated time of the bus's arrival.

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**Hallway and Commons Area behavior** - It is expected that students will behave appropriately in school hallways and the commons area. Students should move quickly to their next location and avoid loitering in the hallway. During breakfast and lunch it is expected that students will clean up after themselves, taking their trays and utensils to the appropriate places when they are done eating. Failure to do the above will result in disciplinary consequences.

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**Public Display of Affection** - Overt displays of affection are in poor taste and students shall refrain from kissing, embracing, and similar gestures on school property. Continued misbehavior in this area may lead to parental involvement and treatment as a level II disciplinary infraction.

**Book bags and Lockers** - Students may be assigned his/her own personal locker and are responsible for maintaining the condition of the locker. Defacing lockers with writing, drawings, and stickers is prohibited. This may include large purses or any other type of large bag.

Students are encouraged to purchase a gym locker for personal items to be stored during gym class. The responsibility of lost or stolen items during gym class rests entirely with the student.

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**Timeout Policy** - In many cases, the most effective way to minimize a potentially disruptive situation in the classroom is through the removal of a student. If a teacher feels that this is necessary, he or she will send the student to timeout. The student will then report to the ISS room and will remain in ISS for the remainder of the class period. The teacher will send the daily assignment with the student or communicate the assignment with the ISS teacher. After the class period has expired, he or she will continue with his/her regular class schedule. If necessary the teacher may follow up with a discipline referral based on the severity of the infraction committed. The benefit of the timeout policy is that it instantly minimizes disruptive behavior. In an effort to avoid any possible abuse of this policy, we will record the names of each student as well as the teacher who issued the referral. The principal will review this log regularly. Once a student has exceeded the timeout limit for the school year, he/she may be suspended out of school. Frequent assignments to timeout will warrant additional consequences. Final decisions with regard to discipline and consequences are determined by JHS administrators. Administrative discretion will be used to handle all discipline infractions.

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**Sexual Misconduct** - Students engaging in sexual acts with any student under the age of 16 may be subject to criminal charges, which, depending on the age of the individuals, may include statutory rape or child molestation. Students who are 13 or older may be charged with a felony and tried as an adult for committing sexual offenses. In addition, students who commit such offenses may be subject to criminal penalties if convicted, which may include probation and/or imprisonment.

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**Care of School and Personal Property** - Students are responsible for all proper care of all books, supplies, and furniture supplied by the school. Willful and malicious vandalism or destruction of public or private property is a crime. Disciplinary action will be at the discretion of the administration including possible suspension, expulsions and/or notification of law enforcement officials. Students who are involved in vandalism will be required to make full restitution.

Students should take precautions to keep their belongings safe. Do not bring large sums of money, jewelry, and/or other valuables to school. Always close and lock your locker. Do not manipulate the lock mechanism to bypass its ability to secure your possessions. Do not give your locker combination or your student ID number to another student. Do not leave your possessions unattended in a classroom, restroom, hallway, etc.

Neither the school nor Butts County Board of Education is responsible for items brought to school which become lost or stolen including those things lost/stolen from regular or gym lockers secured with locks provided by the school. However, thefts should be reported to a high school administrator. Every effort will be made to assist in recovering lost/stolen items.

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**Bus Transportation** - Bus transportation will be provided to all students and should be considered a privilege. Students will be responsible to the driver and must observe the rules of the student code when riding the bus. Bus transportation rules apply to regular bus routes, field trips, and athletic trips. Buses will load and unload at the bus loop behind JHS. Misbehavior on the bus will be taken seriously by the administration. Penalties may range from being taken off the bus to expulsion from school. Students may be assigned seats.

**Tobacco Use Prohibited** - No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7): in any building, facility, or vehicle owned, leased, rented or chartered by the (City/County) Public Schools; on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by (City/County) Public Schools; or at any school-sponsored or school-related event on-campus or off-campus.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel. Tobacco products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

### **Definitions**

For the purposes of this policy, the following definitions have the following meanings:

1. “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.
2. “Smoke or Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
3. “Tobacco Product” means:
  - a. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
  - b. Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;
  - c. “tobacco product” includes any component, part, or accessory of a tobacco product.
  - d. “tobacco use” means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

**Tobacco Policy** - Our tobacco free school policy prohibits the use of all tobacco products anywhere on school property, by everyone, 24 hours per day, seven days per week.

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**Vaping and/or Smoking** The Butts County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. JHS believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. Jackson High School recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

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**Enforcement for Students** - Consequences for students engaging in prohibited behavior will be provided in accordance with the Student Code of Conduct. Students who violate the school district's tobacco use policy will be referred to administration, a school nurse, and referral. Parents/guardians will be notified of all violations and actions taken by the school.

**Calculation of Valedictorian and Salutatorian** - The student who has the highest weighted numerical average will be named Valedictorian of his or her class. The student who has the second highest weighted numerical average will be named Salutatorian. In case of a tie for highest average, joint Valedictorians will be named, and there will be no Salutatorian.

To be eligible for Valedictorian or Salutatorian, students who have transferred from accredited schools, must have been continuously enrolled in a Butts County high school for a minimum of two school-calendar years, one of which must be the senior year.

To be eligible to be Valedictorian or Salutatorian, students who have transferred from schools other than accredited schools or entered from a home student setting must attend a high school in Butts County a minimum of three full school-calendar years (the student must be continuously enrolled in the Butts County School System for each of those three years), one of which must be the senior year.

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**Career Pathways** - In 2010, the Georgia General Assembly passed HB 400, the BRIDGE Bill, to promote career awareness in public schools. Career and academic pathways were created to foster college and career readiness. A pathway includes three units of credit in a sequence of courses defined by state guidelines and curriculum. Students are encouraged to select a career or academic pathway in a focused area of interest. Students can speak to their school counselor to discuss the various pathways offered at Jackson High School.

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**Use of the Telephone** - If a student has to make a legitimate phone call during the school day, he or she will be permitted to do so with permission from their classroom teacher. Students will be given permission to go to the Front Office via the Smart Pass application. No student shall be in the hall making personal phone calls at any time. Students violating telephone protocol will be subject to disciplinary action.

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**Credit Recovery Opportunity** - Credit recovery opportunities are available for students who do not pass courses needed to graduate. However, to be considered for credit recovery, a student must have received a failing grade no lower than a **62** in the failed course and have had no more than seven (7) unexcused absences.

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**Credit Repair** - Credit repair is defined as the opportunity given to students to earn credit points within a two week window immediately following the completion of course. Students qualifying for credit repair must obtain a final grade no less than 65. Credit repair work/assignments will be provided and evaluated. The teacher will retain discretion with regards to the delivery model; with the model being the same for all students. Upon successful completion of assignments a grade change form will be submitted by the teacher of record. Note, credit repair opportunities should be incorporated during the school day. With the effective use of instructional focus time, student conferencing, and parental contacts, the need for credit repair will diminish. There will be a \$50 charge per credit repair.

**Summer School** - Students may attend summer school to make up any academic class that they have failed during the school year. A cost will be associated with this opportunity.

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**Computing Class Rankings in Grades 9th - 12th** - All grades, beginning with the first semester of the 9th grade year (or beginning with high school classes completed in the 8th Grade) and ending with the third quarter of the 12th grade year beginning with the class of 2028, will be counted in the computation of the final numerical average. Grades made in courses transferred from other accredited schools will be included in the calculation of the numerical average. Grades based on verifying tests for course credit of students transferring from non-accredited schools will be used in computing the numerical average. Grades reflecting verifying tests for course credit of students entering from home study settings will not be used in computing numerical averages. Grades earned through joint enrollment at institutions approved for post-secondary options will be included in the calculation of the numerical average upon presentation of official documentation from the institution.

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**Deliveries and Messages** - Parents who have something to drop off for a student should leave the item, clearly marked, with the student's name, in the designated drop-off area in the Front Office. Students should check the drop-off area between classes to pick up their item. Students will not be called out of class to retrieve dropped-off items. Deliveries of gifts for students (such as flowers, balloons, message cookies, etc.) will not be accepted. To avoid classroom interruptions, gifts and flowers should not be delivered to the school. The front office will not accept delivery of these items. No food deliveries will be allowed. Except in the case of a verified emergency, we do not interrupt classes to convey messages to students or call students to the phone.

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**Dress Code (Student)** - Students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal reserves the right to interpret or add to these provisions as the principal deems to be in the best interest of the school, student or the educational process.

- Garments will cover the waist, shoulders, back, torso, and chest in all situations. No shirts with spaghetti straps. Backless or strapless dresses or shirts and tank tops/muscle shirts are not to be worn. No skin may show at the waist. No low-cut necklines that reveal cleavage.
  - **Holes should NOT be worn in any article of clothing (this includes holes at the knee). (Fabric should be uninterrupted.)** Pants, shorts, slacks, shirts, dresses, and skirts will be of appropriate size and fit.
  - Pants and shorts must always be on the waist. Skirts, dresses, or short's hems must be at or below the fingertips or mid-thigh.
  - Undergarments must not be exposed.
  - Clothing containing the following are not allowed: inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering and/or graphics advocating for any of the following: glorifying death, violence, and/or anything reflecting a political agenda. Transparent or mesh clothing without appropriate clothing underneath.
  - Transparent or mesh clothing must be worn with appropriate clothing underneath.
  - Trench coats may not be worn inside the building.
  - **Clothing that is extremely form-fitting; bodysuits, "cat-suits", unitards, jeggings, compression shirts, etc.; are not permitted.**
  - Leggings may only be worn with a top that extends past the buttocks and pelvic area even while sitting.
  - **Pajama pants, sleepwear and/or bedroom footwear are not permitted.**
  - Sunglasses – may not be worn inside buildings.
  - Any accessories with spikes, wallet chains, or other type chains that may be dangerous or disruptive are not allowed.
  - Hats, caps, visors or hoods may not be worn inside the building.
  - Bandannas or any type of hair accessories should not cover the ears.
  - Gang related clothing and bandannas, signs, symbols, and tattoos are not allowed.
  - Body piercing or tattoos that are disruptive, offensive or dangerous are not allowed.
  - Nothing can be worn to conceal your identity. For example: hair in your face, accessories, hoodies, and/or a hat.
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### **Dual Enrollment**

Georgia's Dual Enrollment Program SB 132, allows high school students in 10th-12th grades to earn college credit while working on their high school diploma. Students must have a qualifying SAT, ACT, or Accuplacer score, must meet the institutional GPA requirements for admission purposes, and be on-track

towards the completion of the USG Required High School Curriculum (RHSC) and high school graduation requirements. In addition, a student's academic and attendance records must be in good standing. Students can participate in the Dual Enrollment for three (3) semesters (Fall, Spring, and Summer). Classroom space, labs, or media center space are not guaranteed options for students choosing to do Dual Enrollment. It is important to note that Dual Enrollment schedules must be initiated through Jackson High School, and any enrollment or withdrawal from Dual Enrollment courses MUST be initiated through Jackson High School. Failure to comply with any of these stipulations may result in removal from dual enrollment opportunities.

Students enrolled in Dual Enrollment courses will be responsible for providing a copy of the post-secondary transcript to the high school at the end of each grading period. Each 3-4 semester hour course receives one High School credit. Many institutions provide only a "letter" grade on their transcript with no accompanying numerical grade. In those cases, the high school will translate the "letter" grade into a numerical grade by following the table included in board policy JBC.

If a university provides numerical equivalents in their official transcripts, those numerical grades will be used instead of the table referenced above. In addition, lab classes that receive a separate grade but that are part of an academic class may count as ½ a credit on the JHS transcript.

Credit for Dual Enrollment classes received after August 1, 2013, will be weighted, for the purposes of a student's GPA for class ranking, by adding 10 points to the college or university's officially assigned final grade as noted above. The extra 10 points will not be added to any letter grade of F or any numerical grade of 69 or below. Georgia Student Finance Commission will not allow these extra 10 points to be submitted to or considered for the purposes of the HOPE scholarship.

Students enrolled in the Dual Enrollment must take a minimum of three (3) courses per semester throughout the school year. Although full-time Jackson High School students will be enrolled in four (4) courses each semester, some Dual Enrollment students will be allowed travel time in order to participate in Dual Enrollment

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**Eating and Drinking in the Classroom** - Eating and drinking in the classroom is limited to food items distributed by the cafeteria.

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**Early Dismissal** - If a student wishes to leave school early, that student must bring a note signed by the parent stating the reason and time for the early dismissal. This note must be submitted to the main office prior to 1st block. Any student who is to be dismissed early must be signed out in the office by the parents or an authorized person before leaving campus unless the student drives his/her own car to school. A phone call to the parent or guardian verifying the note will be completed before the student is dismissed. No checkouts will be accepted over the phone without an accompanying fax or email with guardian/parent identification. Students are not allowed to check out during final exam periods. On days prior to school holidays or special events, a student's parent/guardian may be required to come to school to check his/her student out. After five (5) parent unexcused checkouts, medical documentation is required to excuse subsequent checkouts. We do not allow students to be checked-out after 2:40 PM.

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**Emergency Student Information** - All students must have a current emergency form on file in the school clinic. The form must have current phone numbers where a parent/guardian or a designee may be reached in the event of an emergency. The school nurse administers first aid for minor injuries in the school clinic. When a serious injury occurs, parents/guardians are notified immediately, and if appropriate, 911 will be called.

## Bell-to-Bell Electronic Device Procedure (2025-2026)

### Rationale

In support of student learning, mental well-being, and social engagement, Jackson High is implementing a **bell-to-bell electronic device ban**. Research and experience from other schools show that removing phones from the learning environment improves academic focus, reduces cyberbullying, enhances peer interaction, and fosters a positive school culture.

[cla.auburn.edu+15overyondr.com+15alabamareflector.com+15](http://cla.auburn.edu+15overyondr.com+15alabamareflector.com+15).

### Procedure Overview

- **Every student** will be issued a **Yondr pouch** ("Yarn-in-the-Bag") during advisement.
- Phones and all personal electronic devices must be **powered off and stored in the sealed pouch upon entering school. They must remain locked until the final dismissal bell.**
- The Yondr pouch **remains with the student** in their backpack—it cannot be opened until the end of the school day (3:15 PM).
- **Late Admission:** Students arriving after the first-period bell must place all personal electronic devices in the sealed pouch and keep them locked **until the final dismissal bell.**
- **Emergency access:** Students with documented medical, safety, or IEP/504 needs may have pouches outfitted with a Velcro seal or may unlock their pouch via staff-approved request [wenatcheeschools.org+9ctinsider.com+9the-sun.com+9](http://wenatcheeschools.org+9ctinsider.com+9the-sun.com+9).

### Authorized Use Times

- **Before Entering the School Building.**
- **After final dismissal (3:15 PM)**, phones are unlocked at Yondr stations.
- **Authorized instructional activities only:** Administration must pre-approve any phone use for class purposes. It must be in the teacher's lesson plan.

### Notification of Access

- In case of emergency, parents are urged to contact the school **front office (770-504-2340)**, which will then relay the message to the student.
- Parent-student communication should occur **before or after school**, not via phone during the instructional day.

## Consequences for Violations

Offense	Violation	Consequence
1st	<i>Misuse</i>	1-day ISS
2nd	Repeat misuse	3-day ISS
3rd	Repeat misuse	5-day ISS
4th	Continued violations	2-day suspension <i>and</i> signing of a behavior contract (parent signature required)
5th	Further, bell-to-bell cell phone violation	Future progressive discipline or Referral to Student Tribunal

**Tampering with or vandalizing any Yondr bag will result in escalated consequences, including the purchase of a new Yondr bag.**

**Behavior Contract (4th offense)** will outline:

- Clear description of behavior violated
- Parent/guardian signature
- Expectations for restored compliance

- Additional support measures as needed

## **Parent & Student Notification Protocol**

1. **1st offense:** The teacher documents the incident; the teacher notifies the parent via email and documents the contact in Infinite Campus.
2. **2nd offense:** Administrator contacts parent by phone and again in writing, and documents contact in Infinite Campus.
3. **3rd offense:** Administrator contacts parent by phone and again in writing and documents contact in Infinite Campus.
4. **4th offense:** Parent-student meeting scheduled; behavior contract issued.
5. **5th offense:** Formal tribunal hearing; admin reports to district.

A separate letter will explain the Yondr program and emergency access via Main Office

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**Exams and Exam Exemptions** - In an effort to reward and encourage excellent academic work during the school year, Jackson High School has instituted an exam exemption policy for its students. There will be an attendance and behavior criteria connected to the exam exemption policy. ***Please note that End of Course (EOC's) assessments cannot be exempted.***

Absences for the purpose of exemptions will include early checkouts from the class. In addition, every third (3) tardy to class will count as an absence. If a student chooses to exempt an exam, the student will receive the grade earned prior to the exam. Parents and students will be presented with a list of possible exam exemptions and will be asked to sign off on those exemptions. Parents will receive notice of his or her student's exemption eligibility prior to exams. During final exams, students who are on campus are expected to be in class. This includes students who may have an exempted exam between two other non-exempted classes. Eligibility to exempt an exam is as follows:

### **Grade Without Exam # of Allowed Absences**

Average of 85 or higher, without honors points; no more than 3 absences; no referrals

Average of 90 or higher, without honors points; no more than 5 absences; no referrals

- \* For the purposes of exam exemptions: every three (3) tardies to class will count as an absence.
  - The type of absence is NOT considered for exemption eligibility, i.e. excused and unexcused absences are both considered as an "absence."
  - Field trips and school activities are NOT considered absences.
  - In-School Suspensions are NOT counted as absences. Out-of-School suspensions are considered absences.
  - Final exam days missed due to exemption are NOT counted against the student for perfect attendance calculations.

**There will be no check-outs during the scheduled exams. No check-outs by telephone, fax or email will be accepted during the week of exams. Exam exemption is a privilege not a right. Lost exam exemption forms will not be replaced.**

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### **FERPA**

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education

records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedures will be provided with the notification of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations 35 authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information: **[Note: The board may, but does not have to include all the information listed below. Information listed must be consistent with those items designated in board policy].**

1. Student's name, address and telephone number;
2. Student's date and place of birth;
3. Student's participation in official school activities and sports;
4. Weight and height of members of an athletic team;
5. Dates of attendance at schools within the district;
6. Honors and awards received during the time enrolled in district schools;
7. Photograph; and

8. Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing after officially enrolling in school.

5. You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian objects in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.
6. You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

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**Field Trips** - Field trips are planned to supplement and enrich the total instructional program. In an effort to ensure student safety, transportation is provided by Butts County school buses. Every child must have written permission from a parent or legal guardian before he/she can attend a field trip. All parents who volunteer to chaperone field trips **MUST** complete a volunteer application at least one month prior to the field trip. Parents who volunteer to chaperone on field trips should understand that siblings are not permitted to attend field trips. Students with poor discipline records, attendance or grades may be prohibited from attending field trips. If a family is unable to pay for a field trip experience, please submit a confidential letter to the principal. Every effort will be made to ensure participation of all children. If a parent wishes for their child to ride with them in their family vehicle, the parent must check their child out of school (early check-out) and sign them in with their child's homeroom teacher upon arrival to the field trip site. If a child will be leaving the field trip site with their parents, the child must be signed out on a sign-out form provided by the teacher. This will be counted as an early check-out. All school policy and procedures, including the student dress code, is in effect on field trips.

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**Fines/Financial Responsibility** - Students must clear up all financial responsibilities to the school prior to graduation and/or the end of each semester. Students who have not cleared financial obligations will not receive a report card. If seniors have not cleared financial obligations prior to graduation, they will not be allowed to participate in graduation exercises. Graduation tickets will be held until fines have been paid.

The Butts County School System has partnered with MySchoolBucks to offer electronic payment options for school/student fees. Visit the ["For Parents" tab](#) on the Butts County School System's website for more information.

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## Grade Progression/Graduation Requirements

**Grading Scale** - Numerical grades are used and grades are not weighted. The scale is as follows:

**A** 100 – 90      **B** 89 – 80      **C** 79 – 70      **F** 69 or below      **I** = Incomplete

### Jackson High School Graduation Requirements for Class of 2026

English	Math	Science	Social Studies	Health/ Personal Fitness	CTAE, Fine Arts, or World Language	General Education	Total Credits
<b>9th Literature - 1</b>  <b>10th Literature - 1</b>  <b>11th American Literature - 1</b>  Advanced Comp., AP Lit., British Lit., MultiCultural Lit., or Equivalent - 1	<b>Algebra C &amp; C - 1</b>  <b>Geometry C &amp; C - 1</b>  <b>Adv. Algebra C &amp; C - 1</b>  Foundations or Algebra, or PreCal., Adv.Financial Alg., Statistics, or College Readiness - 1	<b>Physical Science or Physics - 1</b>  <b>Biology - 1</b>  <b>Enviro. Science, Chemistry, Earth Systems, or AP/IB - 1</b>  Human Anatomy, Horticulture, or Forensic Science, or any other courses above - 1	<b>World History or AP World History - 1</b>  <b>American Government - 1</b>  <b>US History, AP US History, or College Equivalent - 1</b>  <b>Economics - 1</b>	<b>Health - 1/2</b>  <b>Personal Fitness - 1/2</b>	CTAE Coursework, Fine Arts, or *World Language Coursework	Academic Electives  Additional Electives	
4	4	4	4	1	3	5	25

(\*Please note that students planning to attend a four year college need to complete two years of a World Language. This coursework is not required for graduation from high school. However, it is highly recommended.) TOTAL # of credits required for Graduation: 25

**Grade reporting** - The school year is divided into two semesters. Progress reports will be sent home every 4 ½ weeks. One full credit is awarded upon completion of a course with a passing grade. Parents should contact the teacher and/or the guidance office if there are questions concerning grades recorded or concerning information contained on the student’s report card.

A student’s grade for the course is calculated using the following percentages:

40% Formative Assessments - daily grades, quizzes, homework

40% Summative Assessments - unit tests, major essays, and projects

20% End-of-Course Test or Final Exam

**Graduation Exercises** - Regardless of the number of credits a student has earned in excess of the minimum requirements needed to graduate for a particular cohort, a student may not graduate earlier than December 1 of the fourth consecutive school year of his/her entering high school cohort, which is determined by the year the student’s freshman cohort entered high school. A student may graduate at the end of the fall semester of the student’s fourth consecutive year of his/her designated freshman cohort as long as all other SBOE and local board requirements have been met. This rule applies to the freshman cohort entering in the fall of 2014 and all freshman cohorts thereafter.

Participation in graduation exercises is a privilege granted to seniors who have successfully completed all requirements for graduation from Jackson High School. **Students who do not earn the necessary credits or who owe fines or fees to the school will not be allowed to take part in graduation activities.** The

principal, or his or her designee, may exclude a student from the graduation ceremony due to breaking the code of conduct, not participating in graduation practice, or disruption of graduation practice.

Seniors will receive a limited number of tickets to the graduation ceremony. Please keep this in mind when inviting guests to the ceremony. It is the tradition at Jackson High School for graduation exercises to be held outdoors at Red Devil Hill. In the event of inclement weather, please be advised that graduation ceremonies may be postponed or moved indoors as time/weather permits. The priority is to maintain the tradition of graduating on Red Devil Hill. Therefore, postponing the ceremony to a different day may become necessary.

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**GUIDANCE COUNSELING** - A student may sign up to see his/her counselor any time for the purpose of discussing concerns, reviewing academic records, planning course selections, or addressing career/vocational needs. If you have an emergency, let your school counselor know so that you can be assisted immediately. Parents and teachers are encouraged to keep in touch. During classes a teacher cannot be called to the telephone so the caller will need to leave a message. The teacher will return the call as soon as possible. To schedule a conference with a teacher or teachers, parents should call the Guidance Office. The counselor will talk with parents concerning the need for the conference, schedule a conference with teachers, and provide any desired information. Your school counselor is assigned according to the first letter of the student's last name.

Mrs. Dodd - All students last name beginning A-M

Dr. Brooks - All students last name beginning N-Z

### **Schedule Changes**

Schedule changes are limited and only allowed for the following reasons:

1. The student is a senior and needs a course required to graduate
2. The student has already taken and passed a course on the schedule;
3. The student has an incomplete schedule;
4. The student has not completed the necessary prerequisites to be in a class that is currently on the schedule;
5. To serve school scheduling/class size needs;

**Schedule change requests made for the above reasons will be done no later than the first 3 days of each semester.**

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**Letters of Recommendation for Seniors** - Letters of recommendation should be requested only as needed by the college or university of choice. Some institutions do not request letters of recommendation. Students should allow three weeks for letters and forms of recommendation. Students are responsible for mailing all forms and letters. Recommendation request forms may be found in the Guidance Office

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**Transcripts** - When students apply to colleges or for employment, a copy of the student's transcript is usually required.

- Transcripts can be ordered online for Georgia colleges at [www.gafutures.org](http://www.gafutures.org).
- For out of state schools, a transcript must be requested from the guidance secretary. There is a \$5.00 fee for each transcript.

It is important to have SAT and ACT scores sent directly from the testing agency to each college of your choice.

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**Grievances** - If a student feels that they have been treated unfairly by a student or school employee at Jackson High School, they are encouraged to see an administrator. Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Students should remember to obey directives from those in authority first before making a complaint.

**Honors Courses** - Honor courses carry a five (5) point grade bonus for students who have a passing average at the end of the semester; the five (5) points will not be awarded to any failing grade. The extra points noted above will not, however, be submitted to or considered by the Georgia Student Finance Commission for the purposes of the HOPE Scholarship. This status is awarded to any student who has an overall unweighted Grade Point Average of 3.7 or better at the end of his or her senior year.

Butts County School System is required by state and federal law to administer state-level academic testing. In order for students in grades 3, 5, and 8 to be considered for promotion to the next grade, data from state testing will be utilized to make a decision about promotion and retention. Parents of students who do not participate in state testing in those grades will be required to attend a promotion/retention review committee in order to be considered for promotion. Students who do not participate in state-mandated testing are not eligible for entry into honors or advanced programs in the preceding school year unless extenuating circumstances prevent the student from participating. This determination will be made by the superintendent or his/her designee.

**To be considered for Honors courses, the student must qualify based on 3 of the following requirements:**

- \*Must have an 80 or higher in previous subject-sequenced course
- \*Teacher recommendation from the core academic teacher in that subject area
- Standardized test score of 80 or higher on the same subject Milestone from previous subject-sequenced course
- Score at the 60% tile range on NWEA MAP
- Lexile must be within the MetaMetrics Lexile Grade Level “Stretch” Bands for the current grade

*Note: items with \* are required for Honors World Language courses.*

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**Honor Graduate Status** - This status is awarded to any student who has an overall unweighted Grade Point Average of 3.7 or better at the end of his or her senior year. The initial calculation for Honor Graduate status will occur after the third nine weeks of a student’s senior year. Honor graduates identified after initial calculations will be recognized during the Senior Honors Ceremony. Students entering 2023-2024 and thereafter must have a weighted grade point average of 3.7 or better at the end of their third semester of their senior year to be considered an Honor Graduate.

**Governor’s Honors** - The Governor’s Honors Program is a challenging, academic summer program for high school students. They take courses in specific academic areas as well as in high interest or elective areas. These courses are taught by master teachers with exceptionally strong backgrounds but also with wide-ranging interests and a general interdisciplinary approach to teaching. Governor’s Honors serve rising juniors and seniors statewide who are extremely capable and highly motivated and who demonstrate a firm commitment to a particular academic area. GHP reviewers, in their search for students who have gone beyond the expected and the required, assess both past performance and present level of interest. Students who attend Governor’s Honors in the past are ineligible.

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**Hope Scholarship** - Beginning with students graduating from high school on or after May 1, 2017, in order to be eligible to receive a HOPE Scholarship, a student must receive at least 4 credits in courses defined as rigorous by the Georgia Student Finance Commission. For more information contact the school Guidance Department or visit [www.gafutures.org](http://www.gafutures.org)

- An AP course is not required for eligibility for the HOPE Scholarship.
- Any Dual Enrollment core subject course at an ACCEL Institution also counts as rigor.

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**Hospital Homebound Services** - Students eligible to be served under this program are those who attend the public schools of Butts County and who have a medically diagnosed physical condition which is non-communicable and restricts the student to home or hospital for a period of time (2 weeks or more) which will significantly interfere with the student's education. These students will not be allowed to exempt exams. Students should see a counselor for additional information. NOTE: Students being served hospital homebound services are ineligible to participate or to attend extra-curricular activities.

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**Infinite Campus** - Parents have online access to grades and attendance through our parent portal, Infinite Campus. This allows parents to keep tabs on grades and attendance. If you have questions about your child's grades, please contact the teacher. If you have technical questions, please contact the counseling office at ext. 2005. The site can be accessed at: <https://campus.butts.k12.ga.us/campus/portal/butts.jsp>

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## **ISS (In-School Suspension) Procedure**

### **I. Overview**

The purpose of Jackson High School's ISS program is to provide a structured environment for students to reflect on their behavior while continuing their academic progress. This handbook outlines the responsibilities of all stakeholders involved in the ISS process, including teachers, administrators, the ISS instructor, and the Attendance Clerk.

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### **II. Assignment to ISS**

- **Only administrators may assign students to ISS.**
  - Teachers or staff cannot independently send a student to ISS.
  - If a teacher believes a student should be placed in ISS, they must **consult and coordinate with an administrator.**
- 

### **III. Immediate Removal for Disruption**

- If a student is disruptive to the point that classroom instruction cannot continue:
    1. The teacher **calls for an administrator.**
    2. The administrator decides whether the student will spend **the remainder of the period or the remainder of the school day** in ISS.
    3. This temporary removal is not considered formal discipline unless the teacher submits a referral.
    4. Teachers must follow any emergency removal with a **disciplinary referral** in Infinite Campus.
- 

### **IV. Disciplinary Processing & Communication**

- The administrator who removed the student should, when possible, call the parent **at the time of removal.**
- Once a referral is processed, an administrator will:
  - Determine the **duration of ISS.**
  - Inform the student and **contact the parent/guardian** about the behavior and consequence.
- Teachers are expected to contact parents from their end to explain the **classroom disruption** that triggered the referral.
  - **Two-way communication is required.** Voicemails and unanswered emails do not count as contact.

- Parent contact must be **logged in Infinite Campus**.
- 

## V. Daily ISS Operations

- The **ISS room** is a designated space with a dedicated instructor.
  - The **Attendance Clerk pulls a daily ISS report** showing:
    - Which students are in ISS?
    - The **total number of assigned days**.
  - This report is distributed every morning to instructional staff.
  - Students who are newly assigned to ISS during the day will:
    - Be emailed by the ISS instructor.
    - Be listed in a follow-up email to teachers asking for work.
- 

## VI. Academic Expectations

- Teachers are required to provide **comparable work** for students in ISS.
    - Use **Google Classroom** or provide **paper copies**.
    - Work should be **sent with a student, dropped off, or placed in the ISS instructor's box**.
  - The ISS instructor will:
    - Send a **daily reminder** requesting work for assigned students.
    - Return all work (complete or incomplete) to teachers when the student exits ISS.
    - Assist students in understanding and completing assignments based on instructions provided.
  - Students in ISS must have access to **necessary devices** to complete assignments.
  - If in-person attendance is required for an **exam or project**, the teacher must:
    - Coordinate with the discipline administrator.
    - Receive approval before the student is released from ISS.
- 

## VII. Attendance and Make-Up Days

- Students must **make up any ISS days missed** due to absence or early dismissal.
  - If a student checks out early:
    - The ISS instructor will email the **discipline administrator** with:
      - The student's name
      - Date
      - Time checked out or reason absent
    - The administrator determines if the partial day counts toward their ISS time.
- 

## VIII. Administrative Discretion & Progressive Discipline

- The duration of ISS is determined by the administrator based on:
  - **Severity of infraction**
  - **Student's prior disciplinary record**
- Repeat offenders may receive **increased days** in ISS
- Administrators retain full discretion over ISS length, escalation, and consequences.

**Leaving Campus** - Students are not allowed to leave the campus without proper check-out by an individual on their approved check-out list. Doctor's excuses and legal/court notices will be expected should students want to check back in to school. Students who leave for Dual Enrollment or work based learning should use designated exits. Upon return, such students should return through designated entrances.

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**Lunches** - We are pleased to announce that the Butts County School System qualifies for the new Community Eligibility Option which provides lunch and breakfast meals at no cost for all students. Food items from outside vendors or restaurants are prohibited. However, students may bring a packed lunch from home. Adult Meal Price: \$5.00

Due to limited space, only Parents/Guardians may have lunch with their students. If you plan to come to the school to have lunch with your student please contact the school at least 24 hours before your intended visit.

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## Lunch Detention Procedures & Guidelines

### Purpose

The Jackson High School Lunch Detention Program supports teachers in managing classroom behavior through a structured, consistent consequence system for minor disruptions and transitional misbehaviors.

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### Who's Involved

- **Teachers:** Assign lunch detention, notify the student and parents, and document behavior.
  - **Assigned Lunch Detention Staff:** Supervise detention by lunch period, manage attendance, and communicate no-shows.
  - **Students:** Serve silent lunch detention in Room 304.
  - **Administrators:** Handle referrals for repeated or missed detentions.
- 

### Schedule

- **Days:** Tuesday and Thursday only
  - **Location:** Room 304 (ROTC Auxiliary Classroom)
  - **Covers:** All four lunch periods (during 3rd block)
  - **Supervision:** One teacher per lunch period per semester
- 

### Step-by-Step Process for Teachers

#### 1. Assign Detention

- Notify the student of detention and the reason.
- Inform the student of the detention **date**.
- Issue a **handwritten skip-the-line lunch pass**.
- Have the student **sign the acknowledgment.m**
  - If the student refuses to sign, the teacher writes "Refused to sign" beside the name.
- Complete **Google Form** (per student)
- Make **parent contact** and log in to **Infinite Campus**.

#### 2. Student Reports to Detention

- Must arrive **within 5 minutes** of the start of lunch
- Uses skip pass to get lunch and report to Room 304
- If late, the door is **locked after 5 minutes**, and the student is marked absent.

**3. If Student Misses Detention (First Time)**

- The detention teacher emails the assigning teacher.
- Assigning a teacher reassigns detention.
- Student signs form again (or refusal is noted)
- **The teacher warns the student: Subsequent no-shows result in a referral.**

**4. If Student Misses Again (Second Time)**

- The teacher writes a **teacher referral**.
- The discipline administrator assigns a consequence.
- The student may be placed on a **chronic behavior contract**.

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**⚠ Lunch Detention Expectations for Students**

- Must bring lunch and be seated in Room 304 **within 5 minutes**
- **Silent lunch:** No talking, no cell phones or personal devices
- Students **may work on their schoolwork** during detention.
- All Jackson HS **bell-to-bell device-free policies apply**.

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**✓ Teacher Quick Reference Cheat Sheet**

<b>Task</b>	<b>Action</b>
Assign Detention	Notify the student, state the reason
Pass	Handwritten skip-lunch pass (name + date)
Acknowledgment	Have the student sign the form or note the refusal
Documentation	Submit Google Form (per student)
Parent Contact	Call or email, then log in to Infinite Campus
If No-Show	Reassign and warn of referral
If 2nd No-Show	Submit referral, admin follows up

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**📄 Student Acknowledgment Form**

**Jackson High School Lunch Detention Acknowledgment**

<b>Student Name</b>	<b>Grade</b>	<b>Date of Detention</b>	<b>Lunch Period</b>
<b>Reason for Detention (briefly describe):</b>			

I acknowledge that I was assigned lunch detention on the above date and understand the reason it was assigned.

**Student Signature:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

**Date Issued:** \_\_\_\_\_

*Student refused to sign. (Teacher must initial):* \_\_\_\_\_

**Media Center** - The media center is open from 7:30 a.m. to 3:30 p.m. daily including all lunch periods. Students should have a hall pass signed by their classroom teachers and are required to sign in with the media specialist when they enter the media center. Students need to be aware of the check in/check out procedure as it relates to media materials. Fines are levied for overdue and damaged books. Food and beverages are not allowed in the media center.

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**Military contact list opt-out** - Jackson High School is required by the federal government to provide a list of all juniors' and seniors' contact information to military recruiters. Students and their parents may opt-out of this list by contacting the Jackson High School Counseling Office at 770-504-2340 ext. 2005 no later than the end of the third week of school.

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**Nondiscrimination** - It is the policy of the Butts County Board of Education to comply fully with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990, and all accompanying regulations. The Butts County School System does not discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity or service, contact Butts County Schools, Human Resources, 181 North Mulberry Street, Jackson, Georgia 30233, or phone 770-504-2300.

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**Notice of Rights of Students and Parents under Section 504** - Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non disabled students. The regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of nondisabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher

recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36. 41
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

## **PPRA**

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parents;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisal of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the

immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or screening permitted, or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Butts County Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Butts County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Butts County Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Butts County Schools will make this notification to parents at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of any personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Butts County Schools**

## **Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities**

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

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Butts County Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide parents an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

*Date:* On or about November 1st, 2024

*Grades:* Three through Twelve

*Activity:* Survey Administration for The Georgia Student Health Survey 2.0

*Summary:* The GSHS 2.0 for middle and high school students covers various topics such as school climate and safety, graduation, school dropouts, alcohol and drug use, bullying and harassment, suicide, nutrition, and sedentary behaviors. The GSHS 2.0 for elementary students includes school safety and school climate questions only.

*Opt-out:* Contact **your child’s principal** in writing no later than **September 15, 2025** if you do not want your child to participate in this survey.

**Parent Involvement Policy (Title I)** - In order to guarantee student success, partnerships among schools and parents are vital. We recognize that parents are their children’s primary teachers and their support is critical in our efforts to provide a quality education to the youth at Jackson High School. “Over 30 years of research has proven beyond dispute the positive connection between parent and student success. Effectively engaging parents and families in the education of their children have the potential to be far more transformational than any other type of educational reform.” (p.5, National PTA, 1997) In order to maximize the success of our students the Jackson High School has created a parent involvement policy. You can access the policy on our website at: <http://jhs.butts.k12.ga.us>

**Parents Right to Know** - As a parent of a student at Jackson High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

1. Whether the Georgia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

2. Whether the Georgia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the principal at 770-504-2340. Thank you for your interest and involvement in your child's education.

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**Parent/Guardian Visit** - Parents/Guardians are always welcome at Jackson High School. In order to make your visit to our school as productive as possible, please contact the teacher whose class you would like to visit, the counseling office or the administration of JHS at least 24 hours before your intended visit. Please let us know if you would like to be a parent volunteer—we will be happy to work around your schedule!

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**Parking Pass Fee and Parking Lot Regulations** - Students who drive to school, park at their own risk in the student parking lot and must understand that the Board of Education cannot be held responsible for the vehicle or its contents. There is to be no loitering in the student parking lot. A student parking permit is mandatory to park on JHS campus. Parking on campus is a privilege and not a right. All students must purchase and display a parking permit. The parking permit fee is \$60.00 per year and will be prorated \$15.00 each 9-week period. Permits will be sold only to eligible students who have a valid driver's license, State of Georgia Motor Vehicle Registration, and current proof of insurance. Preference will be given to seniors, then juniors, and then sophomores. Students must comply with all standard driving regulations. Permits may be temporarily suspended and/or permanently revoked as a consequence of misconduct.

1. Students are not to go to their cars during the school day unless given permission by an administrator.
2. Reckless driving on school grounds is prohibited. Violators may have parking permits revoked. The parking lot speed limit is 10 MPH.
3. Car audio systems should not be played at a high volume.
4. In the event of an accident, damage, vandalism or theft to a student's car, please notify an administrator immediately. If necessary, the school will call the police and assist in the investigation.
5. Do not discard litter, such as drink cans, bottles, cups or sandwich wrappers in the parking lot. Littering may result in loss of parking privileges.
6. **Park only in the student parking area.**
7. Keep your vehicle locked.
8. Students are not to leave campus once they arrive unless they receive appropriate permission and sign out with the attendance office.
9. Students who are absent ten (10) unexcused days in a school year forfeit their parking privilege for the remainder of the school year. Parking fees will not be refunded when disciplinary action is taken.
10. On the fifth unexcused tardy to school within one semester, students will have parking privileges suspended for twenty school days.
11. Cars that do not have parking permits properly displayed are subject to being towed without notice. If parking privileges have been revoked and a student chooses to park in the school parking lot, their vehicle will be towed. Parking permits are \$60.00 per year and will be prorated \$15.00 each 9-week period.

Parking passes must be attached and visible on all student cars parked at Jackson High School. You must have a driver's license and insurance to obtain a student parking permit. Students may purchase a parking

permit from the main office before or after school. If the permit is revoked, students may apply for another permit at the beginning of the following school year.

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**Personal Items** - Jackson High School is not responsible for lost, stolen, or damaged personal items. The staff will make reasonable effort to assist in the recovery of lost, stolen, or damaged items, but shall not be obligated to replace or repair said items.

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**Pick-up of Students following after-school events** - Students without transportation following after-school events (extracurricular activities, sporting events, tutoring, etc.) will be subject to the following: School officials will make every effort to locate a parent or guardian within 30 minutes of the activity's conclusion; if school officials are unable to locate a parent or guardian the City of Jackson Police Department will be notified at (770) 775-7878 for further assistance.

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### **Positive Behavior Interventions and Supports (PBIS) #RD4L –**

#### **Respect Yourself, Respect Others, Respect Our School, Respect the Learning**

The schoolwide PBIS mission is to create and maintain a positive learning environment by establishing behavior supports and expectations that create systems that impact and fit within the Jackson High School PBIS matrix: Respect for Yourself, Respect for Others and Respect for Our School. This in return creates a positive culture and climate needed for all students and staff to achieve social, emotional and academic success. The administration, faculty and staff at Jackson High School believe that being #RD4L means modeling and emphasizing Respect for Self, Others, and Our School, this in return will provide a positive, safe, healthy, nurturing and respectful environment in which all students have the opportunity to be successful in their school and community. We will provide incentives for those modeling what it means to be #RD4L and our core values. Respect for Self, Others, and Our School will be embedded within the lessons and expectations of our school and classroom. In conclusion, being #RD4L is our culture which drives our beliefs with all things that involve respect, this in return impacts our behaviors. These behaviors drive our daily habits which impact our future! It is our hope that students, parents and staff will realize how much we appreciate their efforts to make Jackson High School a great place to go to work and go to school!

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**Release of Information** - Jackson High School will release to members of the public, upon request, directory information concerning any student enrolled in this system. Pursuant to the Family Education Rights and Privacy Act (FERPA), parents have the right to refuse permission for any of these categories of information to be released concerning their children. Any parent who wishes to refuse permission for any of the following categories of information to be released to the public may do so by informing the school principal of the school in writing within five days after enrollment in school. The following categories are designated directory information and will be released to the public:

- Student's name, address, telephone number, and e-mail address;
  - Student's date and place of birth;
  - Student's participation in official school clubs and sports;
  - Student's weight and height of students who are members of athletic teams;
  - Dates of attendance at Jackson High School;
  - Awards received during the time enrolled in Butts County School System
  - Student's grade level
- 

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

In compliance with the requirements of the Every Students Succeeds Act, the **Butts County School System** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

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

If you wish to request information concerning your child’s teacher and/or paraprofessional qualifications, please contact Brent Watts, Director of Human Resources and Federal Programs, at **770-504-2300**.

**Requests for Records and Certificates of Attendance** - Jackson High School requires 24 hours advance notice in order to produce copies of permanent records, grades, certificates of attendance and other student records. We appreciate your help as we work to give you accurate and timely records. The school system is not obligated to provide copies of legal documents such as birth certificates or social security cards.

**School Closing** - Butts County Schools will utilize social media, school website, Infinite Campus messages, Remind text, and other various forms of communication.

<b>School Sponsored Activities Clubs</b>	<b>Faculty Sponsor</b>
<b>Art Club – Students participate in creating artwork.</b>	<b>Mrs. Bell</b>
<b>Foreign Language Club – Students explore foreign languages.</b>	<b>Mrs. Borum</b>
<b>Fellowship of Christian Athletes – Fellowship of Christians and Athletes is a group of students and athletes that meet once a week to share and discuss various aspects of Christian beliefs. This club allows anyone to join in fellowship to celebrate their faith in Christianity.</b>	<b>Mr. Wilder</b>
<b>International Community Club – Students explore international culture</b>	<b>TBA</b>
<b>Student Government Association – The purpose of SGA is to give the student body an opportunity to have a part in self-government; to help with the coordination of extracurricular activities; to bring about a closer relationship between the students, faculty and administration; to encourage the development of school spirit through participation and to demand the best possible academic atmosphere. Membership is open to all students who are in good academic standing and have a desire to make a positive difference at school.</b>	<b>Mr. LaChappelle</b>
<b>Key Club – The Key Club is a student-led organization which provides its members with opportunities to provide service, build character, and develop leadership.</b>	<b>Ms. Brannon and Ms. Stewart</b>
<b>National Honor Society – NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character.</b>	<b>Mrs. LaChappelle</b>
<b>Beta Club – The purpose of Beta Club is to encourage and reward academic achievement, and to promote those qualities of character that make for good citizenship.</b>	<b>Mr. Hardy</b>
<b>LEO Club – The LEO club encourages youths to develop leadership qualities by participating in social service activities.</b>	<b>Mrs. White</b>
<b>Rho Kappa National Social Studies Honor Society – Rho Kappa Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. Rho Kappa provides national recognition and opportunities for exploration in social studies.</b>	<b>Mrs. LaChappelle</b>

<b><u>Career and Technical Student Organizations</u></b>	<b><u>Faculty Sponsor</u></b>
<b>Future Farmers of America</b>	<b>Mrs. Cook</b>

<b>Family, Career and Community Leaders of America</b>	<b>Mrs. Shockley</b>
<b>Health Occupations Students of America</b>	<b>Mrs. Popham</b>
<b>Future Business Leaders of America</b>	<b>Mrs. Bailey</b>
<b>SkillsUSA</b>	<b>Mr. Popham</b>

<u><b>Athletics</b></u>	<u><b>Faculty</b></u>
<b>Football</b>	<b>Coach Clark</b>
<b>Flag Football</b>	<b>Coach R. Popham</b>
<b>Cross Country(B/G)</b>	<b>Coach Gonzalez</b>
<b>Softball</b>	<b>Coach Allen</b>
<b>Volleyball</b>	<b>Coach Neal</b>
<b>Cheerleading</b>	<b>Coach Sims</b>
<b>Basketball (B/G)</b>	<b>Coach Snell and Coach Turner</b>
<b>Wrestling</b>	<b>Coach McGonigle</b>
<b>Rifle Team(NJROTC)</b>	<b>Chief Baker</b>
<b>Golf(B/G)</b>	<b>Coach Wilder and Coach Garrett</b>
<b>Track(B/G)</b>	<b>Coach Dungee</b>
<b>Soccer (B/G)</b>	<b>Coach Oldfield (B) and Coach Crowder (G)</b>
<b>Baseball</b>	<b>Coach Duffey</b>
<b>Tennis (B/G)</b>	<b>Coach Teknipp (B) and Coach TBD (G)</b>
<b>Fishing Team</b>	<b>Coach C. Popham</b>
<b>ESports</b> <b>Location: HMS</b>	<b>Coach J. Smith</b>

***Decline Permission** Please contact the main office at Jackson High School for a form to decline permission for participation in any of the above mentioned clubs or organizations.*

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## **School Health Guidelines**

### **1. Medication Use:**

The providing of medical care to students is the responsibility of the parent. Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines should apply:

- a. Each school year, an Authorization for the Administration of Medications by School Personnel should be signed by the parent and filed in the school office. A new medication form must be completed for each medication or for changes in medication. Medications taken twice daily or given in the morning are to be administered at home. Medications that are to be taken three times daily can also be taken at home, unless the medication needs to be taken with a meal.
- b. Medications brought to school in unlabeled bottles, plastic bags; aluminum foil, etc. will not be administered. Students are not allowed to keep medication in their possession at school (except as

stated below with asthma inhalers, EpiPen and diabetic supplies). Violations of these guidelines may be subject to disciplinary actions.

- c. Narcotic or sedative medications will not be administered at school. The student should remain at home until they no longer require this type of medication. (i.e. Tylenol with codeine, Lortab, Xanax, Valium)
- d. All medications administered at school must be FDA approved for the usage (diagnosis) and route specified by the physician.
- e. Overnight field trips will require a special form, Overnight Medication Form. Controlled substances will require signature(s) of both the parent and the physician. Over the counter medications will require only the parent's permission. All medications should be delivered by the parent to the school personnel in charge of the trip at time of departure. School personnel will oversee the administration of all medications and provide documentation on the form. Upon return from the trip, the medications will be returned to the parent by the school personnel. All completed forms will be submitted to the school clinic upon return.
- f. School-day field trips will require a special form, Field Trip Medication Form. The clinic personnel will complete the top part of the form, prepare an envelope for the student containing the dose(s) required for one day, and have the teacher come to the clinic to receive and sign for the medication. The detailed procedures are listed on the Field Trip Medication administration procedures. Emergency medications (rescue inhalers/nebulizers and EpiPens) will be sent with the teacher and returned to the clinic at the conclusion of the field trip. If a student has a current Allergic Reaction Health Plan ordering an EpiPen and/or Emergency Asthma Medication Form on file at school, they will be required to have their emergency medication on the field trip to prevent any issues. If the medication is not provided by the parent for the field trip, the student may not be allowed to attend the field trip. Advance notice will be given to the parent at least two weeks prior to the field trip (or as soon as the clinic is aware of the trip).

## **2. Prescription Medications:**

- a. The child's parent and prescribing physician must complete and sign an Authorization for the Administration of Medications by School Personnel form for the administration of long-term medications (medications given for more than two weeks). With parental consent, the medication can be administered immediately; however, the signed form from the physician must be received within two weeks or the school cannot continue to administer the medication. Medications must be brought to the school by the parent. Medications cannot be transported on a school bus except by school personnel for school trips.
- b. All refills brought to the school must be in a newly labeled bottle for the school to retain for medication administration. The pharmacy will provide 2 bottles upon request, one for home and one for school. Parents are encouraged to bring enough medication for their child until the next refill is due (usually a month). Please take into consideration holidays and weekends so that there is enough medication retained for home use. The school discourages the practice of signing out medication to the parent/guardian once it has been signed in.
- c. Short-term prescription medications must be brought to the school office by a parent. The parent will need to complete the necessary authorization form. All prescription medication must be in an original container (with pharmacy label) and include the student's name, date, current dosage, directions, duration, and medication name.
- d. Any changes in dosage or new written orders by the prescribing physician may be mailed, faxed or brought to the school by the parent.
- e. All medications will be counted by a designated school representative and the parent. The medication count will be documented on the Count Sheet.
- f. Asthma inhalers, EpiPens, and diabetes management require specific forms (Diabetic Management Plan, Allergic Reaction Emergency Health Care Plan, Permission to Carry EpiPen, and/or Asthma Emergency Medication Authorization). If the medical provider deems it necessary for the student

to have these medications and/or diabetic supplies with the student instead of in the clinic or with an adult, it must be denoted as such from the provider on these forms.

- g. EpiPens may be administered by any trained employee to a student if there is a perceived or actual severe allergic reaction regardless if there is a prescription for the medication on file. **911 must be called any time an EpiPen is administered.**
- h. Levalbuterol or albuterol sulfate may be administered to a student by any trained employee if there is a perceived or actual respiratory distress requiring the medication regardless if there is a prescription on file.

### **3. Nonprescription Medications (over-the-counter):**

- a. Tylenol, Pepto-Bismol, Tums, etc. **will not** be provided by any school personnel.
- b. OTC medications will be given on a short-term basis only (two weeks or less). Medication must be brought to the school office by the parent. Students are not permitted to bring medications on a school bus.
- c. OTC medications must be in the **original** container and the parents must sign the Short Term Medication Form. OTC medications must be given in accordance with the labeled directions (i.e. age, weight, dosage requirements). If the duration is longer than recommended on the label, the parent must provide the school with a letter of medical necessity/orders from the student's physician.
- d. Medications should be counted by a designated school representative and the parent and documented on the Short Term Medication Form and doses given should be documented on the corresponding form.
- e. Students are allowed to transport and possess cough drops and eye rewetting drops for use during the school day.

### **4. Head Lice**

- a. Children infected with head lice will be sent home with a letter to parents regarding recommendations for treatment, disinfecting the home, and procedures for readmission to school. Only one day will be counted as an excused absence, all other days will be marked as unexcused per BCSS Attendance Guidelines. Children cannot return to class until examined and cleared by the school nurse. After 3 confirmed cases of head lice within the school year, a clearance letter must be obtained by the child's medical provider or the Butts County Health Department.
- b. All siblings of a confirmed case will be checked for Head Lice if they attend Butts County Schools.
- c. School nurses are trained in head lice detection. In the event that the nurse is not in the school building, there will be a backup person trained. The backup person will send students home only if they detect live bugs in the student's hair. If there are no live bugs, the student will be checked the next day by the nurse.
- d. If there are 3 confirmed cases within a 2-week time period from the same class, the entire class may be checked. The principal has discretion in checking any classroom for possible infestation.
- e. If a parent reports head lice to the classroom teacher or the front office, it should be reported to the school nurse so appropriate action can be taken.

### **5. Illnesses**

- a. Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. Parents will be notified immediately of anything requiring more serious attention. You will be required to pick up your child when he/she has a serious illness or fever greater than 100.4 degrees. You may also be required to pick up your child with the following issues (as deemed necessary by clinic staff): vomiting, diarrhea, unusual/unexplainable rash, red/itchy draining eye, etc. Children should not return to school until they have been without fever, vomiting, or diarrhea for 24 hours. This may be enforced if there is a suspected contagious illness and deemed appropriate by clinic staff.

- b. If a student has painful urination, blood in their urine, or pain in their genital area, the school will contact you. You may be requested to take your child to the doctor for an evaluation. This complaint can be from many sources; therefore, you will want to work with your school nurse and physician and provide the school nurse with information regarding the diagnosis.

## **6. Chronic Conditions**

- a. When a student has a chronic medical condition that requires managing by school staff, health plans and/or physician's orders will be required. Health plans will be required for any student that needs an EpiPen for severe allergies and/or diagnosed with Type I Diabetes, Seizure Disorder (Epilepsy), or require Special Procedures while at school (i.e. trach care, urinary catheterizations, suctioning, GT feedings), etc. These health plans will be required prior to the student attending school and must be updated each school year. The school nurses may deem additional health conditions or situations not listed that may need a plan based on individual students.
- b. All supplies and medications needed for the school to perform special procedures and take care of students with chronic conditions must be available at school every day or the student may not be allowed to attend.

## **7. Hospital Homebound Services**

- a. Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance. Contact the school principal and/or district social worker for more information.

## **8. Food Allergies**

- a. Every effort will be made to protect your child from receiving food that he or she is allergic to. For the cafeteria to make any substitutions for a food allergy, there must be an up-to-date physician signed document on file at your child's school stating the child's allergy.

## **9. Clearance to Return to School**

- a. There are several situations where a clearance note will be required for your child to return to school. These are but not limited to: Returning from surgery or overnight hospitalization (need clearance and any limitations), clearance from head lice, clearance after being sent home for a suspicious rash or skin condition, clearance for pain in genital areas, blood or burning of urine.

**In the event of a life-threatening situation or critical injury, the school will make every effort to contact the parent/guardian and take appropriate emergency medical action. Should this need arise, the parent/guardian will be financially responsible for medical care/treatment and ambulance transportation. Our School Nurses follow the guidelines suggested by the School Health Resource Manual developed in combination by the Department of Education and Children's Healthcare of Atlanta. In the event CDC, DOE, or DPH guidelines supersede any above guidelines, they will be followed. BCSS reserves the right to make changes if needed to protect the safety of our students and staff.**

Legal Reference: O.C.G.A., 16-13-73; 16-13-75; 26-3-8; GA Practical Nurses Practice Act, 43-26-32; GA Registered Professional Nurse Practice Act, 43-26-3, 20-2-779; 20-2-776; 20-2-776.1; 20-2-776.2; 20-2-776.3; 20-2-774

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**School Sponsored Events** - Participation in school sponsored events is a privilege and not a right. Students not in good standing with grades, attendance, or behavior may be excluded from any school sponsored event, examples are, but not limited to, homecoming, prom, graduation, etc.. Students may not participate in a school sponsored event if they have been suspended or expelled during the date of the event.

**School Property and Searches** - It is the policy of the Board of Education that lockers, desks, and other property furnished to the students remain the property of the Board of Education. Such property is subject to search by school officials.

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers, and/or laptops and seize any illegal, unauthorized, or contraband materials discovered in the search. School authorities for any reason may conduct periodic general inspections of lockers or property at any time without notice, without student consent and without a search warrant. Random drug dog searches will occur throughout the year.

**Search** - The administration reserves the right to search book bags, lockers, vehicles, and/or students if in the opinion of the administration there may be articles in the student's possession that might be detrimental to the student or to the student body. Students that refuse a search, by administration, will be subject to the Code of Conduct - Rule 2: Disregard of Directions or Commands. Students may face disciplinary action as serious as expulsion and a tribunal hearing.

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**Search of Automobiles** - It is the policy of the Board of Education that school officials may search automobiles brought upon Board of Education property after the student grants permission. If a student refuses permission for a search of an automobile, the administration may revoke parking privileges and/or contact proper legal authorities. Law enforcement officials may search automobiles if probable cause is found. Random drug dog searches will occur throughout the year, so students should remain aware of what items are kept in their cars.

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**Search and Seizure** - Students that refuse a search, by administration, will be subject to the Code of Conduct - Rule 2: Disregard of Directions or Commands. Students may face disciplinary action as serious as expulsion and a tribunal hearing.

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**Security** - Students should take precautions to keep their belongings safe. Do not bring large sums of money, jewelry, and/or other valuables to school. Always close and lock your locker. Do not give your locker combination or your student ID number to another student. Do not leave your possessions unattended in a classroom, restroom, hallway, etc.

If something of yours is lost or stolen, report to the School Resource Officer. Every effort will be made to assist in recovering lost/stolen items; however, the school is not responsible for personal loss/theft from regular or gym lockers including those secured with locks provided by the school.

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**Selling items on School Property** - The selling of any items at school is prohibited unless prior approval is obtained through the principal's office.

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**Standardized Testing** - All students are required to participate in those standardized tests mandated by the state such as the Georgia Milestones End of Course Exam (EOC). Students who take an EOC will not have an additional final exam at the end of the semester. EOC will be given upon the completion of the following courses and will count as 20% of the students' semester grade. Students will receive an "incomplete" for the course until the EOC has been taken.

Lit. and Comp II  
Biology

Algebra Concepts and Connections  
US History

Students may choose to take various optional tests such as the Scholastic Aptitude Test (SAT), PSAT (Preliminary Scholastic Aptitude Test), American College Test (ACT), or Armed Forces Vocational Aptitude Battery (ASVAB).

Butts County School System is required by state and federal law to administer state-level academic testing. In order for students in grades 3, 5, and 8 to be considered for promotion to the next grade, data from state testing will be utilized to make a decision about promotion and retention. Parents of students who do not participate in state testing in those grades will be required to attend a promotion/retention review committee in order for the student to be considered for promotion. Students who do not participate in state-mandated testing are not eligible for entry into honors or advanced programs in the next school year unless extenuating circumstances prevent the student from participating. This determination will be made by the superintendent or his/her designee.

**Universal and Dyslexia Screener** - STEEP is used as the universal screener and dyslexia screener. It is administered at the beginning, middle and end of the school year to all 9th grade students. The December administration of STEEP is the identified time for notifying parents of the dyslexia screener results.

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**Supervision** - Hours of supervision by Jackson High School staff and personnel are from 7:30 a.m. until 4:00 p.m. For safety and security reasons, parents should not deliver students prior to 7:30 a.m. Upon arrival on campus, students should remain in the commons until they are dismissed to class. Supervision cannot be guaranteed before 7:30 a.m. or after 4:00 p.m

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**TAADRA** - Teenage and Adult Driver Responsibility Act (TAADRA)

Please note that the State Department of Education will forward student enrollment, suspension and expulsion information to the Department of Driver Services. Driver's licenses will be issued to students who are enrolled and not under suspension or expulsion from school.

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**Technology Use at School** - *Students may not use flash drives or attach personal devices to any school computer.*

Each student is issued a Google email account that includes a valid email address and access to Google Documents. Google email and documents should be used for educational purposes only. Students who use Google accounts or school technology for any reason other than educational purposes are in violation of the Student Code of Conduct and will be disciplined accordingly. Students and parents must opt-out on the "Parent/Guardian Signature Page of the Student Code of Conduct" if they wish to not use any Butts County electronic device. Students are issued a username and password to access the school computers and their Google Accounts. The username and password to log on to the computer is the same that students use to log on to Infinite Campus. If a student changes his username or password on Infinite Campus, then it will change his/her computer log in passphrase. Students should not give usernames or passwords to any other person.

**Technology Fees** - The following fees apply to school issued technology.

- Up to \$400 replacement cost for all Chromebooks
  - \$25 per year for accidental damage protection (ADP) for grades 3rd - 12th
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**Virtual Academy (GaVS)** - At Jackson High School, we believe students should have the opportunity to choose courses from a wide range of subject areas. As a result, Virtual Learning classes are part of the JHS course selection for the 2025-2026 school year. Georgia Virtual School is a program of the Georgia Department of Education's Curriculum and Instruction Division. The program is SACS CASI accredited and operates in partnership with schools and parents to offer middle school and high school level courses across the state. Georgia Virtual School provides a teacher led, virtual classroom environment. Georgia Virtual School also equips students with an online media center and guidance center to support students throughout their online course experience. Students wishing to register for GaVS should consult with his/her counselor Dr. Brooks or Ms. Dodd. All registrations must be approved through the JHS GaVS facilitator, Dr. Lequesha Brooks. Students registered for courses in GaVS are not guaranteed classroom space, labs, or media center

space. No GaVS courses may be dropped or changed after the 10th day of each semester. All students considering Virtual Learning courses should carefully consider his/her level of preparation and commitment to study in the content area. Students who choose Virtual Learning courses are expected to consistently demonstrate high motivation, intellectual curiosity, and a willingness to accomplish a considerable amount of work independently and outside the school day. Parent involvement is also vital to student success and we encourage parents to join students in making the decision to enroll in Virtual Learning courses. Once enrolled, parents will be expected to communicate frequently with the course facilitators and instructors to help monitor the progress of their student.

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**Visitors** - All visitors should report to the main office with a valid ID to receive a visitor's pass that must be worn at all times while on campus. In an effort to preserve our educational environment, students are not allowed to bring friends or relatives to school. Parents, guardians, and mentors are encouraged to visit with prior approval from the teacher. In accordance with Georgia law, unauthorized visitors may be remanded into the custody of law enforcement officials. The Butts County School System will make reasonable efforts to accommodate parent/guardian requests to visit a school. The system must also assure that students and staff are not distracted from the task of learning by the presence of visitors on campus.

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**Website and Email** - You are encouraged to log on to <https://www.bcask12.org/JHS> where you can view, find email links and telephone extensions for faculty and staff, review guidance information, visit many teacher class websites, check out athletics, class news, and much more. The website is updated regularly, so please check back often.

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**Withdrawal from School** - When a student transfers to another school it is the responsibility of the parent/guardian to contact Jackson High School to begin the withdrawal process. Students are required to return all textbooks, library books, or any other property of Jackson High School or make restitution for all lost or damaged school material. The withdrawal process can be delayed for outstanding debts or obligations.

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**PLEASE SIGN THIS PAGE AND INITIAL EACH BOX AS INDICATED  
AND RETURN TO THE STUDENTS ADVISEMENT TEACHER.**

## **OPT OUT**

We need your permission for the following special parts of the school program. **If you are NOT willing** for your child to take part in these activities, please initial each line below then sign the form and return it to the school tomorrow.

\_\_\_\_\_ **Photographs and Publications:** I DO **NOT** grant permission for my child to be photographed during school related activities. I understand that these pictures may be published in the newspaper, the yearbook, scrapbooks, bulletin boards, our closed-circuit news program, and the JHS website

\_\_\_\_\_ **Clubs and Organizations:** I DO **NOT** grant permission for my child to participate in clubs and organizations at JHS. I understand that from time to time, my child will be staying after school and that I will be responsible for transporting my child home.

\_\_\_\_\_ **Computer and Internet Usage:** I DO **NOT** grant permission for my child to use the computer equipment provided by Butts County Public Schools and to access the Internet for research purposes and other academic activities.

## **Handbook**

**I have read and understood the handbook. I am willing to ensure that my child will follow all school policies and discipline procedures of Jackson High School.**

**Student Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Paper copies of the handbook will be supplied at parents request.**