

Student HANDBOOK

PreK - 12



2026-2027

You Belong Here!

**Exposure
to Excellence
Promotes Excellence**

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

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Attendance Clerk	Carlie Linkous	Denise Black	Dave Cuddy	Jamie White
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Athletics Leadership	
Matt Stephenson, JMS Athletics Coordinator	Bill Navas, JCS Athletic Director

Jefferson City Schools Leadership	
Board of Education Members	Mr. Ronnie Hopkins, Chair, At-Large Mr. Willie Hughey, Vice-Chair, District 3 Ms. Guy Dean Benson, District 5 Mr. Brantley Porter, District 2 Ms. Lisa Richmond, District 4 Ms. Ashley Smith, District 1
JCS Administration	Dr. Donna McMullan, Superintendent Mr. Tom Parker, Deputy Superintendent Dr. Sherry Hix, Assistant Superintendent Mr. Kris Plummer, Chief Technology Officer Ms. Brandi Pieplow, Director of Special Education Ms. Taryn Smith, Director of State & Federal Programs Ms. Kim Navas, Director of Finance Ms. Miranda Storey, Director of Human Resources Ms. Annette Beckwith, Director of Early Learning Ms. Savannah Hix, Director of School Nutrition Mr. Mark Weaver, Director of Transportation Ms. Teresa Stier, Director of Communications & Public Relations Mr. Jason Martin, Director of Maintenance

The Jefferson City School System does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs, activities, or employment practices and provides equal access to the Boy Scouts and other designated youth groups.

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ARRIVAL & DISMISSAL

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

**The above times are subject to change.*

Jefferson Elementary School

Morning Drop-Off/Arrival Procedures

Early morning supervision for JES students will be provided beginning at 6:45 a.m. each school day. Students should not exit their vehicle without JES adult personnel present. As soon as JES adult personnel come from the building to open car doors, your child may enter the front doors. Staff will monitor the students and send anyone eating breakfast to the cafeteria. All students will be dismissed to classrooms at 7:15 a.m. Students arriving after 7:35 a.m. will be considered tardy. Please note that the back driveway will be closed between 7:45 a.m. and 2:10 p.m.

To expedite traffic flow, JES utilizes three locations for arrival/dismissal of students:

Location	Arrival Times	Dismissal Times
Red Loop (Main Entrance) Access from Horace Jackson Road, off Old Pendergrass Road	6:45 - 7:35 a.m. Any JES students	2:35 - 2:55 p.m.* 1st & 2nd grade students with no PreK or K siblings
Green Loop (Gym Entrance) Access from Old Pendergrass Road	7:00 - 7:35 a.m. PreK students & siblings	2:15 - 2:25 p.m. Buses only
		2:30 - 2:45 p.m.** PreK students & siblings
Blue Loop (Cafeteria Entrance) Access from Old Pendergrass Road	7:00 - 7:15 a.m. Buses only	2:00 - 2:10 p.m. PreK students with no JES siblings
		2:15 - 2:30 p.m. Buses only
	7:15 - 7:35 a.m. K students & siblings	2:30 - 2:45 p.m.*** K students & siblings

***No entry prior to 2:00 p.m.**

****No entry prior to 2:30 p.m.**

*****Use the gravel lot entrance off Old Pendergrass Road and continue onto the front field track.**

Students should never be allowed to exit a vehicle from Old Pendergrass Road, Hoschton Street, the front lawn, or the JCS Dragon Nest. It is much safer for students to exit vehicles in the drop-off lanes where supervision is provided. Otherwise, the safety of all is jeopardized, and the flow of traffic is disrupted. Due to the steady traffic flow on your left, parents/guardians should plan for students to exit the car on the right side closest to the building.

Parents/guardians should not park and walk students to the building except on the rare occasion of needing to deliver medicine or other vital items. If a parent/guardian needs to drop off snacks, the snacks should be marked with the teacher's name and given to the personnel unloading cars. The snacks will be delivered to the classroom prior to 9:00 a.m.

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

Afternoon Pickup/Dismissal Procedures

In support of an efficient and safe dismissal process, parents should use the pickup procedure utilizing the locations specified above.

Students must be picked up promptly at the end of each school day unless they are enrolled in the Dragon Den program. Two pickup cards for vehicles will be provided to each family at the beginning of the school year. The pickup card should be clipped to the passenger visor, and the visor should be down until the student is loaded each day.

These cards should be maintained in a safe and secure manner as the student will be released to the person presenting the card in the car line. In the event that the card is not in the car, the parent/guardian is expected to park and report to the front office to check out his/her child by presenting a picture ID (e.g., driver's license). If the card is misplaced, a replacement card may be requested at the time of checkout.

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

Parent Change in Student Transportation

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

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

Official notification should be sent to jestransportation@jeffcityschools.org. Please include the following: (1) name of the student; (2) name of the teacher and grade level; and (3) specifics relative to the change, such as the person designated for pickup, the duration of the change, and if riding a school bus, the address to which the child needs to be taken.

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

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

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

A student will only be allowed to ride a bus to an address other than the student's home address for one of the following reasons:

- (1) A secondary address is listed in Infinite Campus; or
- (2) The student has a note from the parent/guardian stamped by the school office stating the student should ride the bus home with another student, provided the bus has capacity.

Jefferson Academy

Morning Drop-Off/Arrival Procedures

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

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

- (1) Third and fourth grade students, without a fifth grade sibling, should be dropped off at the main entrance of the school. Students should exit the vehicle on the right side, closest to the building. Students arriving 7:00-7:10 a.m. will report to the gymnasium. Students arriving 7:10-7:25 a.m. will report directly to their classrooms.
- (2) Fifth grade students and their third or fourth grade siblings should be dropped off at the fifth grade entrance. Students should exit the vehicle on the right side, closest to the building. Students arriving 7:00-7:10 a.m. will report to the music room. Students arriving 7:10-7:25 a.m. will report directly to their classrooms.

Any student arriving after 7:25 a.m. will be considered tardy. A parent/guardian must accompany the student to the front office to be checked in before the student is allowed to report to his/her classroom.

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

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

Afternoon Pickup/Dismissal Procedures

Procedures for afternoon dismissal are as follows:

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

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

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

Students must be picked up promptly at the end of each day unless they are enrolled in the afternoon PLUS program. Two pickup cards for vehicles will be provided to each family at the beginning of the school year. The pickup card should be clipped to the visor or window. If the card is attached to the visor, the visor should be down until the student is loaded each day.

These cards should be maintained in a safe and secure manner as students will be released to the person presenting the card in the car line. In the event that the card is not in the vehicle, the parent/guardian is

expected to park and report to the front of the school. A staff member will direct the parent/guardian to the front office in order to check out his/her child by presenting a picture ID (e.g., driver's license). Replacement cards may be requested at the time of checkout.

Parent Change in Student Transportation

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

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

Official notification should be sent to jatransportation@jeffcityschools.org. Please include the following: (1) name of the student; (2) name of the teacher; and (3) specifics relative to the change, such as the person designated for pickup, the duration of the change, and if riding a school bus, the address to which the child needs to be taken.

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

A student will only be allowed to ride a bus to an address other than the student's home address for one of the following reasons:

- (1) A secondary address is listed in Infinite Campus; or
- (2) The student has a note from the parent/guardian stamped by the school office stating the student should ride the bus home with another student, provided the bus has capacity.

Jefferson Middle School

Morning Drop-Off/Arrival Procedures

All car riders arriving 7:35-7:50 a.m. should be dropped off in the back parking lot, enter the school through the connections hallway, and report to the new gym. Bus riders will be dropped off at the new gym entrance. All students will remain in the gym until 7:50 a.m. For the safety of all students, drop-off is not allowed prior to 7:35 a.m.

All students arriving 7:50-8:15 a.m. should be dropped off in the back parking lot, enter the school through the connections hallway, and report to homeroom.

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

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

Afternoon Pickup/Dismissal Procedures

Students will be expected to move directly to their designated area and exit the building in an orderly fashion. Bus dismissal is located in the back parking lot on the new gym side. Car rider dismissal is located in the rear of the building. Walkers and students participating in extracurricular activities should remain in the last period class and will be dismissed after all bus riders.

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

Parent Change in Student Transportation

Notification of a student's change in transportation should be made prior to 2:45 p.m. to ensure the safety of students and to avoid a breakdown in communication. Notifications may be sent to jmstransportation@jeffcityschools.org.

A student will only be allowed to ride a bus to an address other than the student's home address for one of the following reasons:

- (1) A secondary address is listed in Infinite Campus; or
- (2) The student has a note from the parent/guardian stamped by the school office stating the student should ride the bus home with another student, provided the bus has capacity.

Jefferson High School

Morning Drop-Off/Arrival Procedures

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

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

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

Afternoon Pickup/Dismissal Procedures

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

NOTE: Dismissal procedures may be altered due to construction at the high school. Any alterations in dismissal procedures will be communicated to students and parents/guardians as necessary.

Parent Change in Student Transportation

Notification of a student's change in transportation should be made prior to 2:45 p.m. to ensure the safety of students and to avoid a breakdown in communication.

A student will only be allowed to ride a bus to an address other than the student's home address for one of the following reasons:

- (1) A secondary address is listed in Infinite Campus; or
- (2) The student has a note from the parent/guardian stamped by the school office stating the student should ride the bus home with another student, provided the bus has capacity.

ATTENDANCE

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

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

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

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

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

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

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

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

Local & State Excused Absences

Any state-approved reason:

- Personal illness or attendance in school endangers a student's health or the health of others;
- A serious illness or death in a student's immediate family necessitating absence from school;
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;

- Observing religious holidays, necessitating absence from school;
- Conditions rendering attendance impossible or hazardous to student health or safety;
- A period not to exceed one day (at the discretion of the local unit of administration) for registering to vote or for voting in a public election;
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Students will be counted present under the following circumstances:

1. Any student serving as a page of the Georgia General Assembly;
2. Any student participating in a 4-H sponsored activity or program is not to be counted absent from school.
3. All students in foster care who attend court proceedings relating to the student's foster care will be counted present.

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

College/University Visitation Privilege for High School Juniors and Seniors

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

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

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

Parent Excused Absences

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

Unexcused Absences

In full compliance with local board policy JB, all absences, other than those listed in the Excused Absences section above, will be considered unexcused. Students with excessive unexcused absences may be referred to the school social worker. Failure to comply with the Georgia Compulsory Attendance Law is punishable in court.

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

- After every absence, the parent/guardian will be notified via ParentSquare.
- After three (3) unexcused absences, a letter or other written notification will be sent to the parent/guardian.
- After five (5) unexcused absences, school personnel will notify the parent/guardian by phone to schedule a meeting to discuss penalties and consequences of such absences. A certified letter will be sent to parents after two reasonable attempts to notify by phone.
- After eight (8) unexcused absences, the parent/guardian will be required to attend a conference with the School Attendance Committee, including teachers, counselors, administrators, social worker, and/or other school system personnel to discuss penalties and consequences of such absences and determine a plan of action for addressing excessive absenteeism. If the parent/guardian does not attend an in-person conference, the school system reserves the right to conduct home visits.
- After ten (10) unexcused absences, parent/guardian may be referred to the Jackson County Magistrate Court and will be notified of this referral by certified mail, return receipt requested.

Jefferson Elementary & Jefferson Academy

Tardies

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

Checkouts

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

To avoid a disruption in the dismissal process, checkouts will not be allowed after 2:00 p.m. In the event you must check out your child, plan to arrive before this time. Procedures are in place to monitor and address excessive checkouts, including, but not limited to, parent conferences, home visits, attendance committee meetings.

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

Absence Notes

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

The note must include the following information: student name; date(s) and time(s) of the absence(s); specific reason for the absence(s); and parent/guardian, doctor, or governmental agency signature. When a student's absence, tardy, or early checkout is due to a medical/dental appointment, a note from the medical/dental office on letterhead from the medical facility must be provided for it to be excused. All absences may require additional documentation.

Absence notes may also be sent via email to jesattendance@jeffcityschools.org for Jefferson Elementary and jaattendance@jeffcityschools.org for Jefferson Academy. Medical/dental excuses should be included as a picture or attachment, as applicable.

Jefferson Middle School

Tardies

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

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

Checkouts

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

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

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

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

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

To avoid a disruption in the dismissal process, checkouts will not be allowed after 3:15 p.m. In the event you must check out your child, plan to arrive before this time. A written note from the parent/guardian must be

provided and will be used to determine if the checkout is excused or unexcused. If a written note is not provided, the checkout will be unexcused. Procedures are in place to monitor student checkouts. Excessive checkouts may result in disciplinary action; specific measures will be used to address this issue, including, but not limited to, parent conferences, attendance committee meetings, and/or home visits.

Absence Notes

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

The note must include the following information: student name; date(s) and time(s) of the absence(s); specific reason for the absence; and parent/guardian, doctor, or governmental agency signature. When a student's absence, tardy, or early checkout is due to a medical/dental appointment, a note from the medical/dental office on letterhead from the medical facility must be provided for it to be excused. All absences may require additional documentation.

Absence notes may also be sent via email to jmsattendance@jeffcityschools.org. Medical/dental excuses should be included as a picture or attachment, as applicable.

Makeup Work

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

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

Jefferson High School

Tardies

Punctuality is a life skill that contributes to student success now and in the future. Students are expected to be in their first period classroom no later than 8:20 a.m. to avoid being tardy. Students arriving from 8:20-8:35 a.m. should report to a designated tardy station; students arriving after 8:35 a.m. should report to the attendance office.

Arrival Time	IC Code
8:20-8:35 a.m.	Tardy
8:36-9:05 a.m.	Check-in (parent note required)
After 9:05 a.m.	1st Period Absence (parent note required)

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

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

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

Checkouts

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

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

Students are not permitted to check out to eat lunch.

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

Any student needing to leave campus during the school day must check out and sign out in the attendance office prior to leaving school. Checkouts will only be allowed by a parent/guardian in person with picture ID, or by a written note or documented parent email received no more than 24 hours prior to the student's check out. Written notes must include the student name, reason for leaving, parent name and phone number, and time the student should leave campus. Students must sign out in the attendance office at the time of checkout. It is the student's responsibility to ensure the attendance office receives his/her checkout note. Students leaving without formally checking out are considered truant and in violation of the Code of Conduct and will be dealt with accordingly.

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

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

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

Absence Notes

Upon returning to school following an absence from class, a student must report to the attendance office located in the art/computer building and provide a written note from a parent/guardian, physician, or other legal authority stating the reason for the absence. Written notes from the parent/guardian are required within three (3) school days upon return to school. Failure to provide written notes will result in the absence automatically being unexcused, regardless of reason for absence. When a student's absence or early checkout is due to a medical/dental appointment, a note from the medical/dental office on letterhead from the medical facility must be provided for it to be excused. All absences may require additional documentation.

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

Makeup Work

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

CODE OF CONDUCT

Students enrolled at Jefferson City Schools must comply with the school system's Code of Conduct. In compliance with JCS BOE Policy JCDA and Georgia law and Georgia Board of Education rule 160-4-8-.15, each school will implement age-appropriate behavior expectations. The purpose of the Code of Conduct is to provide students an orderly, effective, and safe learning environment. These standards for behavior require students to respect each other and school district employees and to adhere to student behavior policies adopted by the Board as well as rules established at each school.

The established Code of Conduct will govern students' behavior, and any violations are subject to progressive discipline procedures. These rules and expectations will be provided annually to all school personnel and students. Parents/guardians are encouraged to familiarize themselves with the Code of Conduct in order to support a positive and safe learning environment for all students. Major discipline offenses, including, but not limited to, drug and weapon offenses, can lead to a school being named as an Unsafe School according to the provision of the State Board of Education Rule - Unsafe School Choice Option.

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

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures. The Superintendent fully supports the authority of the principals and the teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Teacher Authority Act

A teacher shall have the authority to manage his/her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student Code of Conduct and repeatedly or substantially interferes with the ability to learn shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow the procedures established in Georgia law, specifically O.C.G.A. 20-2-737-738. The Superintendent and/or designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws. (JCS BOE Policy JDF; O.C.G.A. 20-2-737, 20-2-738, 20-2-751.5(d))

Parent Involvement & Georgia Code Notice

School administrators recognize that two-way communication through personal contact is extremely important, and parents/guardians are expected to be involved in the behavior support processes designed to promote positive choices and behavior. There is an expectation that parents/guardians, teachers, and school administration will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about and actions in response to student behavior that detracts from the learning environment.

Georgia law mandates that any time a principal or his/her designee identifies a student as a chronic disciplinary problem student, the parent/guardian will be notified by phone call and in writing and will be required to attend a conference to discuss a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent/guardian to attend such a conference, order the parent/guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent/guardian who willfully disobeys an order of the court under this law.

The student Code of Conduct developed pursuant to the Code section shall encourage parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. (O.C.G.A. 20-2-735)

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the

severity of the behavior of a particular student and will take into account the student's discipline history and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

- Warning and/or counseling with a school administrator or counselor;
- Loss of privileges;
- Time-out;
- Temporary removal from a class or activity;
- Notification of parents;
- Parent conference;
- Detention/Saturday school;
- Silent lunch;
- Temporary placement in an alternative school;
- In-school or out-of-school suspension (10 days or less);
- Referral to a tribunal for long-term suspension or expulsion;
- Suspension or expulsion from the school bus; and/or
- Referral to law enforcement or juvenile court officials.

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such a referral to be necessary or appropriate. In addition, according to Georgia law, certain disciplinary acts may result in a report to the Department of Motor Vehicles for possible action against a student's driver's license.

NOTE: If immediate suspension is the action to be taken by school administrators, it must not exceed 10 school days. Parents must be notified. The maximum punishment for any offense is expulsion, but suspension for more than 10 days or expulsion will be determined only by a disciplinary tribunal as outlined in local board policy. In lieu of a disciplinary tribunal, a negotiated waiver settlement may be considered based on the consequences the school administration would recommend to a tribunal. If the student/parent/guardian, and a hearing officer appointed by the superintendent accept this agreement, a tribunal will not be held. For more information about Student Hearing Procedures, refer to JCS BOE Policy JCEB.

Student Support Teams (SST)

The Jefferson City School System Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral and academic problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, and chronic disciplinary problem student plans. The SST must include the referring teacher and at least two other participants, chosen based on the student's needs. Potential members include administrators, counselors, general education teachers, special education teachers, school psychologists. The purpose of the SST is to provide alternative strategies or programs to best meet the needs of the student. The SST should be utilized to provide assistance in cases where students have exhibited inappropriate behaviors or academic difficulties.

Seclusion or Restraint of Students

The Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint," as those terms are defined within the rule. This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will

have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel. (JCS BOE Policy JGF(2))

Interrogations

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

Searches

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

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

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

Behavior Resulting in Disciplinary Consequences

- **Possession, sale, attempted sale, use, distribution or under the influence of any drug, including but not limited to narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, over the counter drug, unauthorized prescription drug or drug paraphernalia, alcoholic beverage or other intoxicant, or of any substance represented as drugs or alcohol** - immediate suspension pending disciplinary tribunal and referral to law enforcement officials; possible expulsion
- **Possession of or use of a vaping device or mechanism or vaping-related paraphernalia** - possible in-school suspension, out-of-school suspension, and/or referral to disciplinary tribunal; possible referral to law enforcement officials
- **Possession or use of a weapon or dangerous instrument** - any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade; immediate suspension pending a disciplinary tribunal and immediate referral to law enforcement officials, such infractions require a minimum one calendar year expulsion (O.C.G.A. 16-11-127.1 - A fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both)
- **Possession of hazardous objects or other weapons** - possible in-school suspension, out-of-school suspension, and/or referral to disciplinary tribunal

- **Assault (physical or verbal), including threatened violence upon another student, a teacher, or another school official** - immediate suspension; automatic referral to the disciplinary tribunal if a student is alleged to have committed an assault upon a teacher, other school official or employee; possible referral to law enforcement officials; and possible referral to the disciplinary tribunal if a student is alleged to have committed an assault upon another student
- **Battery, including sexual battery, upon another student, a teacher, another school official or persons attending school-related functions** - immediate suspension; automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher, other school official or employee; possible referral to law enforcement officials; and possible referral to the disciplinary tribunal if a student is alleged to have committed a battery upon another student
- **Fighting** - possible in-school suspension, out-of-school suspension, and/or referral to a disciplinary tribunal hearing; and/or possible referral to law enforcement officials
- **Disrespectful conduct, including the use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions** - possible removal from class, activity, or situation; conference with teacher, parents, and/or counselor; possible detention, in-school suspension, out-of-school suspension, and/or referral to disciplinary tribunal
- **Any behavior based on a student's race, national origin, religion, sex, or disability including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, or sexual harassment as defined pursuant to Title IX of the Educational Amendments of 1972** - possible removal from class, activity, or situation; conference with teacher, parents, and/or counselor; possible detention, in-school suspension, out-of-school suspension, and/or referral to disciplinary tribunal
- **Inciting, advising or counseling of others to engage in prohibited acts** - possible removal from class, activity, or situation; conference with teacher, parents, and/or counselor; possible detention, in-school suspension, out-of-school suspension, and/or referral to disciplinary tribunal
- **Classroom and school disturbances** - possible removal from class, activity, or situation; conference with teacher, parents, and/or counselor; possible detention, in-school suspension, out-of-school suspension, and/or referral to disciplinary tribunal
- **Possession or use of tobacco or nicotine in any form or tobacco use-related paraphernalia such as lighters, matches, electronic cigarettes or vapers** - possible detention, in-school suspension, out-of-school suspension, Saturday school, and/or parent conference
- **Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school during school or off school hours** - possible suspension; referral to disciplinary tribunal; possible referral to law enforcement officials; and/or possible restitution (O.C.G.A. 20-2-753)
- **Marking, defacing, or destroying school property during school or off-school hours** - possible in-school suspension, out-of-school suspension, and/or referral to disciplinary tribunal; and/or possible restitution

- **Theft** - in-school or out-of-school suspension; possible restitution; and/or possible referral to law enforcement officials
- **Extortion or attempted extortion** - immediate out-of-school suspension; possible referral to disciplinary tribunal; and/or possible restitution
- **Possession and/or use of fireworks** - parent conference; possible in-school suspension or out-of-school suspension; and/or possible referral to disciplinary tribunal; and/or possible referral to law enforcement officials
- **Activating a fire alarm under false pretenses or making a bomb threat** - immediate suspension; and/or possible referral to disciplinary tribunal; possible referral to law enforcement officials
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives, disobeying directives given by teachers, administrators, or other school staff** - possible removal from class, activity, or situation; conference with teacher, parents, and/or counselor; possible detention, in-school suspension, out-of-school suspension, Saturday school; and/or referral to disciplinary tribunal
- **Violation of school dress code** - possible removal from class, activity, or situation; parent conference; possible detention, Saturday school, or in-school suspension
- **Use of profane, vulgar, or obscene words, gestures, images, or indecent exposure, including possession or transmission of such words or images (such as ‘sexting’)** - parent conference; possible detention, in-school suspension, or out-of-school suspension; and/or possible referral to disciplinary tribunal; and/or possible referral to law enforcement officials
- **Use of cell phones and other personal electronic devices** - confiscation of device; parent conference; possible detention, in-school suspension, out-of-school suspension; and/or possible referral to law enforcement officials
- **Inappropriate public displays of affection** - parent conference; possible detention, in-school suspension, or out-of-school suspension
- **Gambling or possession of gambling devices** - parent conference; possible detention, in-school suspension, or out-of-school suspension
- **Moving and non-moving driving violations** - short-term or long-term revocation of driving privileges; parent conference; possible detention, in-school suspension, or out-of-school suspension
- **Giving false information to school officials** - parent conference; possible detention, in-school suspension, or out-of-school suspension
- **Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student** - parent conference; possible detention, in-school suspension, or out-of-school suspension; and/or possible referral to a disciplinary tribunal; any student (or parent or friend of the student) who 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

- **Cheating on school assignments** - possible substitute assignment and/or zero grade for assignment; parent conference; possible detention, in-school suspension, or out-of-school suspension
- **Bullying** - discipline for any act of bullying, including cyber bullying, as defined under the bullying definition in this document, shall be within the discretion of the principal which may range from a reprimand to out-of-school suspension; however, upon a tribunal finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall at a minimum be assigned to alternative school
- **Criminal law violations** - any criminal behavior occurring on campus or at school functions or activities, whether a misdemeanor or felony, or any off campus behavior of a student which 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, and which makes the student's continued presence at the 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, out-of-school suspension, and referral to a disciplinary tribunal
- **Willful and persistent violation of the Student Code of Conduct** - student who chronically and/or habitually violate school rules or this Code of Conduct may be referred to disciplinary tribunal, even if the offenses the student has committed do not include such a referral as a possible consequence
- **Failure to comply with compulsory school attendance as required under Code Section 20-2-690.1** - any student who is in violation of this Code section shall be subject to a referral to the court having jurisdiction; each day's absence from school in violation of this part after the school system notifies the parent, guardian, or other person who has control or charge of a child of ten (10) unexcused days of absence for a child shall constitute a separate offense
- **Violation of the Jefferson City School System's Student Code of Conduct for personal electronic devices, computer hardware, software, network and internet access, to include any unauthorized entry into a computer network secured site** - parent notification; possible revocation of privilege; possible detention, in-school suspension, out-of-school suspension, and/or referral to the disciplinary tribunal; possible referral to law enforcement (The act of entering or attempting to enter a computer network secured site is a very serious offense that may include permanent expulsion from the school system.)

Rules & Expectations on School Buses

The school bus is an extension of the classroom at JCS, and following the rules helps to ensure everyone's safety.

- Students must stay seated in their seats, facing forward, with feet out of the aisle while the bus is moving.
- Avoid loud noises, horseplay and any action that could distract the driver.
- Keep your head, hands, feet and all objects inside the bus and away from the windows at all times.
- No food or drinks are allowed on the bus except water.
- The use of alcohol, drugs, tobacco and vaping products is strictly forbidden.
- Vandalism or defacing the bus in any way may result in fines and disciplinary actions.
- Do not throw anything out of the bus windows.
- Large or bulky items like balloons, glass objects or anything that could jeopardize safety are not allowed on the bus.
- Electronic devices must be silent. Music may be played only with headphones or earbuds and must not interfere with students' ability to hear the driver's instructions.

Our school buses are operated by qualified drivers who are committed to transporting students safely. Students are under school supervision from the moment they board until they leave, and appropriate behavior is expected throughout the ride.

Students who do not follow these expectations will face progressive disciplinary actions, including the following: parent conference, assigned seating, detention, Saturday school, loss of privilege, in-school suspension, out-of-school suspension, and/or restitution.

Definition of Terms

Alternative School: A specialized educational program for students who have been removed from the traditional classroom setting due to behavioral, safety, or disciplinary issues. Students assigned to the alternative school are placed on a computer software academic program and must complete 6% of academic assignments, per subject, per week. Students will be monitored daily. If 6% academic progress is not accomplished each week, the student will be placed on probation and have one week to correct the academic deficiency. If the deficiency is not made up the following week, the student may face a disciplinary tribunal hearing. Students assigned to the alternative school are not allowed to participate in extracurricular activities, including, but not limited to, sporting events, school dances, Fine Arts events. Students placed in alternative school may be required to provide their own transportation.

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

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

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

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

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

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

Disorderly Conduct: Any act that substantially disrupts the orderly conduct of a school function, the learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others.

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

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

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

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

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

Harassment: Behavior based on a student's race, national origin, sex, religion or disability that is unwelcomed, unwanted, and/or uninvited by the recipient. It can be verbal, non-verbal, and/or physical and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

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

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

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

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

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

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

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

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

Jefferson City School System Honor Code

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

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

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

Jefferson City Schools AI Position Statement

Artificial Intelligence (AI) is rapidly transforming the workforce, society, and education. At Jefferson City Schools, we recognize the importance of preparing our students and staff to be future-ready by fostering a deep understanding of AI and promoting its responsible use. Being future-ready means equipping individuals with the skills and knowledge to navigate and leverage AI technologies effectively.

This guidance is intended to communicate the principles we uphold when making decisions about AI use and to offer practical expectations for its integration into teaching, learning, and operations. As AI continues to evolve, so will our approach to its use in our schools.

We believe that:

- AI should augment and enhance human learning and work—not replace it.
- Human oversight is essential and must include inquiry, reflection, insight, and empowerment.
- Students and staff must be critical consumers of AI, using it thoughtfully and with care.
- Future readiness includes the ability to navigate AI tools with responsibility, integrity, and purpose.

By embracing these values, Jefferson City Schools aims to create a learning environment where AI is used to support innovation, access, and excellence, while always keeping people at the center of decision-making.

Students using Artificial Intelligence for academic purposes or assignments without the express permission and guidance of the teacher violate the Jefferson Honor Code and will be subject to disciplinary procedures.

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

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

Academic and Behavior Screeners

In accordance with state law, students in grades K-8 will be administered a nationally normed universal screener no more than three times per year (beginning-, middle-, and end-of-year). Screeners are brief assessments of academic and behavior skills administered to all students to determine the students' abilities to demonstrate the skills necessary to achieve grade-level standards. Students in grades K-3 will also be screened for characteristics of dyslexia. For more information regarding dyslexia, please visit the [Georgia Department of Education Dyslexia](#) website or refer to the [Dyslexia Resource Guide for Parents](#). If parents have other questions regarding screeners, please contact the principal at the school where the child is enrolled.

Georgia Milestones Assessment System

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

End-of-Course (EOC) assessments are administered to students in grades 9-12 in the following courses: Algebra, Biology, Literature & Composition II, and U.S. History. These state-mandated assessments are administered in December and May at the end of each semester. Physical Science is a high school credit course that is given to all 8th grade students at JMS. The Physical Science end-of-course assessment will be administered in May to all JMS students in grade 8. Student performance on End-of-Course assessments is counted as part of the final course grade, provided the Georgia DOE makes scores available to schools prior to course grades being finalized. Students that do not meet criteria on the initial administration of the Georgia Milestone Assessments may qualify for remediation and retest. Principals will contact parents/guardians of those qualifying students.

The schedule for testing will be distributed to parents several weeks prior to the testing window. Please make every effort to avoid any scheduled absences during testing periods.

Field Trips

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

Professional Qualifications - Parents' Right to Know

In compliance with the requirements of the Every Student Succeeds Act, Jefferson City Schools informs parents/guardians at the beginning of the school year of their "right to know" the professional qualifications of

the student's classroom teacher(s) and paraprofessional(s). The following information may be requested by parents/guardians by contacting the school principals:

Principal Name	School	Phone Number	Email Address
Chrissy Joiner	Jefferson Elementary	706-367-8242	chrissy.joiner@jeffcityschools.org
Jessica Ferguson	Jefferson Academy	706-367-2300	jessica.ferguson@jeffcityschools.org
Carol Ann Knight	Jefferson Middle	706-367-2882	carolann.knight@jeffcityschools.org
Jenny Hardy	Jefferson High	706-367-2881	jenny.hardy@jeffcityschools.org

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

Jefferson Elementary & Jefferson Academy

Communication of Progress

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

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

Promotion and Retention

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

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

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

Jefferson Middle School

Communication of Progress

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

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

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

2026-2027 Grades Reporting Calendar		
Grade Report	Grading Period Ends	Grades Posted to Infinite Campus
9 Weeks Progress Grade	Thursday 10/01/26	Tuesday 10/13/26
18 Weeks Progress Grade	Friday 12/18/26	Wednesday 01/06/27
27 Weeks Progress Grade	Thursday 03/11/27	Tuesday 03/16/27
Yearly Final Grade	Friday 05/21/27	Tuesday 05/26/27

Grading Procedures

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

The following grading scale will be used:

A (90-100)

B (80-89)

C (70-79)

F (0-69)

Promotion and Retention

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

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

- A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
- Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
- School-level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final. (JCS BOE Policy IHE)

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

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

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

Participation in Extracurricular Activities

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

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

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

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

Connections Courses

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

Students entering 6th grade will take two (2) connections courses at a time and rotate connections courses every 9 weeks. Sixth grade students may request to take band, chorus, or orchestra all year, but they can only select one year-long performing arts course.

Students entering 7th grade have an opportunity to participate in up to four (4) connections courses per year. Seventh grade students may request to take band, chorus, or orchestra all year, with a maximum of two year-long performing arts courses.

Students entering 8th grade will have the opportunity to take band, chorus, or orchestra all year, with a maximum of two year-long performing arts courses. In addition, rising 8th grade students may request high school credit connections courses, including art, basic agriculture, introduction to business communication, introduction to healthcare, health & personal fitness, and/or JROTC.

Rising 7th and 8th grade students are given a choice form in the spring to request specific connections courses. JMS makes every effort to register each student for multiple requests; however, we must consider class size when scheduling. In some cases, students will not be eligible for a connections course(s), based on academic needs.

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

Schedule Changes

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

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

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

Media Center

The JMS Library Media Center has a variety of resources available to students and faculty. There is a wide selection of books, which include fiction, non-fiction, and reference books. General rules in the media center include the following: (1) Books are checked out for a two-week period, and they may be renewed unless another student requests the book for a specific school project; (2) Lost books must be paid to replace at replacement cost; (3) Computer ethics must be practiced at all times, or the student's privileges for computer use will be denied; (4) Students must have a purpose to come to the media center and have written permission from their teacher; (5) As long as behavior is appropriate, everyone is welcome in the media center; and (6) Research requiring internet access must follow guidelines established by the Board. These guidelines and permission forms may be picked up at the media center. This information is required prior to accessing the internet.

Communication of Progress

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

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

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

2026-2027 Grades Reporting Calendar		
Event	Grading Period Ends	Grades Posted to Infinite Campus
Fall Semester Progress Grade Reports	N/A	09/02/26 10/02/26 11/11/26
Fall Semester Report Cards	Friday, 12/18/26	01/06/27
Spring Semester Progress Grade Reports	N/A	02/05/27 03/12/27 04/21/27
Spring Semester Report Cards	Friday, 05/21/27	05/26/27

Grading Procedures

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

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

The following grading scale will be used:

A (90-100)

B (80-89)

C (70-79)

F (0-69)

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

Beginning in the 2025-2026 school year, students entering 9th grade that take high school credit courses prior to 9th grade will, upon successful completion of the course, receive course credit on the high school transcript for graduation purposes; however, the course grade will not count toward a student's GPA.

Dual Enrollment

Students interested in participating in dual enrollment should meet with their high school counselor and refer to the dual enrollment contract for specific guidelines and regulations.

Graduation Requirements

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

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

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

The HOPE Scholarship GPA is determined by the Georgia Student Finance Commission. For any questions regarding the HOPE GPA, please refer to www.gafutures.org.

CTAE+ is an initiative from the Georgia Department of Education to recognize the skills and mastery that students develop in their CTAE pathways by providing opportunities for students to meet some academic graduation requirement through pathway completion. Interested students are required to meet with their high school counselor to determine options and the impact on graduation and postsecondary requirements. Jefferson High School awards a P (Pass) as a grade for CTAE+ credit.

Selection of Honor Graduates & Valedictorian/Salutatorian

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

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

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

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

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

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

Participation in Extracurricular Activities

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

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

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

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

Schedule Changes

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

The following guidelines are to be followed:

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

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

Parent Advisement

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

Media Center

The JHS Media Center is the learning hub of the school. As the largest classroom in the school, the mission is to play a central role in teaching and learning on a daily basis. The media center provides an energetic, collaborative learning environment that encourages student investigation and creation of ideas. The media center supports students, teachers and all members of the Jefferson community in becoming responsible

consumers and users of information and technology. The media center actively promotes technology integration and literacy skills into the curriculum, and fosters a love of reading and lifelong desire to learn. Media center hours of operation are 8:06 a.m.-3:45 p.m. and are subject to change. General rules in the media center include the following: (1) The media center will be open before school each morning for students to complete assignments and/or read. (2) Books are checked out for a two-week period. A book may be renewed unless it is on hold for another student. (3) An overdue fine of 10 cents is charged for each day a book is late, excluding weekends and holidays. (4) Magazines which are checked out and lost must be replaced at newsstand prices. (5) Lost books must be paid for at replacement cost. (6) Students may print in color in the media center at a cost of 25 cents per page. (7) Computer ethics must be practiced at all times, or the student's privileges for computer use will be denied. (8) When visiting the media center, students must have a specific purpose and a written pass from their classroom teacher. (9) If a student owes fines or has an overdue book, he/she will not be allowed to check out any other materials until the account is clear. (10) No food is allowed in any part of the media center. (11) Water is the only beverage allowed in the media center.

ACT/SAT

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

Transcripts

All seniors should request a final transcript from the registrar in the student services office. There will be a charge of \$4.00 per transcript. Students may also request a copy of their transcript by visiting www.gafutures.org.

DRESS FOR EXCELLENCE

Dress code requirements for students enrolled in the Jefferson City School System have been established to ensure students dress in a manner conducive to the orderly operation of the schools and not distract from the learning environment. Upholding high standards of excellence is a shared responsibility between home and school. These requirements are designed to promote success now and in the future.

Jefferson Elementary & Jefferson Academy

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

School Uniform Requirements

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

Spirit Day Dress

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

Free Dress Day

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

Please Note:

- Sweatshirts must be in school colors (red, white, navy blue, royal blue). Gray sweatshirts are permitted.
- Light blue, turquoise, and maroon are not school colors.
- Tennis shoes are required on gym days.
- Patterned shirts and bottoms are not considered dress code.
- Rolling book bags are not permitted.
- Slippers and shoes with wheels are not permitted.
- Hoods or head coverings are not permitted in the classroom or building.
- Headbands may be worn, but animal headbands (e.g., unicorns, cat ears) are not permitted except on predetermined hat days.
- Blankets are not permitted.
- Clothing, jewelry, tattoos, body markings, piercings that advertise, depict or imply the following are not permitted: alcohol, drugs, tobacco; sexual activity, or nudity; gang activities; vulgar, discriminatory, or obscene language or images; illegal or violent conduct; weapons.

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

Jefferson Middle & Jefferson High School

Approved Clothing

- Clothing must cover the shoulders and the area from one underarm across to the other, front and back, and extend below the waist.
- Clothing must have sleeves and cover undergarments.
- The length of shorts, skirts and dresses must be no more than five inches above the knee, front and back.
- Tops worn over leggings/yoga pants must be at least fingertip length, front and back.
- Rips or tears, with or without fray, in clothing must be below the knee.
- Shoes must be worn at all times and should be safe for the school environment.



The following items are not permitted:

- Headgear and head coverings, including hats and hoods, unless for religious, medical, or other reasons approved by school administration;
- Pajamas or any attire resembling sleepwear (including slippers);
- Swimwear;
- Transparent clothing;
- Bike shorts;

- Crop tops/half shirts;
- Clothing, jewelry, tattoos, body markings, piercings that advertise, depict or imply the following: alcohol, drugs, tobacco; sexual activity, or nudity; gang activities; vulgar, discriminatory, or obscene language or images; illegal or violent conduct; weapons;
- Shoes with attached wheels or cleats;
- Sunglasses; and
- Blankets.

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

1st Offense	1. The student will be required to change into clothing that meets the dress code requirements. 2. The student will receive a warning.
2nd Offense	1. The student will be required to change into clothing that meets the dress code requirements. 2. The student will be assigned one (1) day of detention.
3rd Offense	1. The student will be required to change into clothing that meets the dress code requirements. 2. The student will be assigned one (1) day of in-school suspension (ISS).
4th Offense	1. The student will be required to change into clothing that meets the dress code requirements. 2. The student will be assigned in-school (ISS) or out-of-school suspension (OSS) at the discretion of the school administration.

If a student is unable to change into clothing that meets the requirement, the student will be assigned to ISS for the remainder of the school day to complete assignments.

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

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

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

ENROLLMENT & WITHDRAWAL

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

Admission Requirements

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

1. A certified copy of the enrolling student's birth certificate must be provided.
2. An updated certificate of immunization (DHR form 3231) from a licensed physician (O.C.G.A. 20-2-771) is required, unless there is an exemption. No child shall be admitted to Jefferson City Schools unless such child has been immunized from contagious diseases as defined by the State Board of Health.

Parents must furnish school personnel with a certificate from a licensed physician acknowledging that the child has been immunized. (JCS Policy JGCB)

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

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

Non-Resident Students

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

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

When a student and his/her parent/guardian relocate from a city of Jefferson residency to an out-of-district residency, the student must comply with Policy JBCB once non-residency has been established. It is the parent/guardian's responsibility to immediately complete an out-of-district application and a parent/student

contract for continued admission consideration. Failure to report in a timely manner may result in the dismissal from school.

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

Transfers from Home Study Programs or Non-Accredited Schools

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

Transfers Not in Good Standing

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

Procedures for Completing Student Withdrawal

Parents/guardians must notify the school registrar and appropriate teacher(s) to complete a withdrawal form prior to withdrawing students. The parent/guardian that enrolls a student is the only person allowed to withdraw the student. All textbooks/library books, chromebooks, and chargers must be returned, and any outstanding account balances must be settled. These include, but are not limited to, outstanding cafeteria charges, Dragon Den or PLUS balances, replacement costs for lost textbook(s) and/or library book(s), damaged or lost technology devices, and any other fees/fines. Once the student enrolls in a new school, personnel from that school will send a signed Request for Records form, which will enable school personnel to release school

records. Any student withdrawing for the purpose of enrolling in a home study program must submit to the school a withdrawal form and file a declaration of intent with the Georgia Department of Education.

Compulsory Attendance Law

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

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

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

GENERAL INFORMATION

Athletics

Please visit the [JCS athletics website](#) for a list of middle and high school sports and head coaches, link to online ticket sales, athletic forms, schedules, etc.

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

Bell Schedules

Bell schedules for JMS and JHS are available on the school system website.

Certificate of Attendance

A student must have proof of school enrollment to obtain a Georgia driver's permit or license. The Georgia Department of Driver's Services (DDS) website lists the following documents that are accepted as Proof of School Enrollment:

- A completed, notarized copy of the Certificate of School Enrollment (DDS-1)
 - Obtain a certificate of school enrollment request form from Student Services.
 - Properly complete the student information on the request form.
 - Return form to Student Services and allow 24 hours, or one school day, to complete the certificate of school enrollment form.
 - Obtain the completed form and give the original copy to Georgia Department of Motor Vehicles (DMV) when applying for either a driver's permit or license.
- A transcript provided by the customer's most recent school of attendance (does not have to be certified)
- Most recent progress or grade report
- A current school identification card (ID), issued by the school or school system

Upon completion of the Alcohol and Drug Awareness Program, an ADAP Certificate required for a driver's license may be obtained from Student Services at Jefferson High School. If the program was completed at a different school, the certificate should be obtained from that school.

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

Classroom Parties (JES & JA Only)

Birthday parties are not allowed in Grades PK-5. However, a small birthday treat may be sent to be served during lunch. Please refrain from meal-type snacks, such as pizza. Any birthday treat sent to share with the class must be store bought and sent to school in the manufacturer's packaging with ingredients clearly listed. Please work with your child's teacher in advance if you plan to send a snack in recognition of your child's birthday. Unless you include all students within your child's classroom, party invitations may not be passed out at school.

Jefferson School System Foundation

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

Lost & Found

Students should label their clothes, school supplies, etc. Items found may be turned in at the main office of each school. If a student loses an article, he/she should first check the classroom then check the designated lost and found area at his/her school. Students are encouraged to secure lost items as quickly as possible. When the lost & found bins are overflowing, the items are donated to charitable organizations. Donations will be made periodically throughout the school year.

Media Programs

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

Moment of Silence

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

Parent Communication

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

The schools will communicate with parents/guardians and other stakeholders in the following ways: website, Facebook, Instagram, IC parent portal/school messenger & ParentSquare, JCS mobile app, Dragon Digest, school newsletters, email, and PTO/school council meetings. In order to receive notification via IC messenger and ParentSquare, parents must select the contact preference(s) on the parent portal for email, voice, and/or texts. These contact preferences may be updated during online registration or on the parent portal account.

Parental Involvement

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

Right of Refusal

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

The following information is considered as directory information: (a) student's name, address, and telephone numbers; (b) student's date and place of birth; (c) student's participation in official school clubs and sports; (d) weight and height of a student if he/she is a member of an athletic team; (e) daily attendance in Jefferson City Schools; and (f) awards received during time enrolled in Jefferson City Schools. Unless a parent/guardian requests otherwise, this information is designated as directory information and may be disclosed to the public upon request. If you wish to exercise this right, you must present your request in writing to the school principal upon enrollment for each school year.

School Ceremonies & Observances

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

Snacks from Home (JES & JA Only)

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

Student Clubs & Organizations

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

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

Student Deliveries

Instructional time is essential to students' academic success, and every effort will be made to avoid class interruptions to deliver items to students (e.g., school supplies, lunch, projects). Unnecessary deliveries are not permissible. This includes, but is not limited to, birthdays, Valentine's Day, and other holidays, as well as Door Dash, Uber Eats, etc.

For JES & JA only, deliveries of essential items (e.g., lunch box, water bottle) must be dropped off by 9:30 a.m.

Student Fees, Fines, Charges

The Jefferson City School System Board of Education provides a free education for all students enrolled. The Board provides basic instructional materials required to complete each course of study funded for credit under Georgia's Quality Education Act. Students may be required to supply materials basic to all courses. Materials such as paper, pencils, crayons, and pens shall be supplied by the student. However, no specific types or brands may be required. Students may be charged a reasonable fee for lost, damaged, or abused school system property. Donations may be accepted and fees for extracurricular activities may be charged, so long as neither is made a condition of attendance or credit within the normal academic program. Examples of legitimate charges include, but are not limited to, gate admissions, student publications, graduation fees (if participation is not required), replacement/repair costs for loss or abuse of school property, technology, and activity fees. Students may be required to provide clothing appropriate for each course. Student fees, fines, and charges may be paid using the online payment center on the school system's website. Payment by check is subject to a \$20.00 processing fee if returned by the bank as non-collectable. The parent/guardian will be responsible for this fee.

Visitors

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

Work Permits/Student Employment

If a student under the age of 16 desires to be employed during the school year, a Georgia Department of Labor work permit must be obtained from the principal's office. It must be completed fully, signed by the student and the employer, and returned to the principal's office before the student is employed.

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

Student Immunizations

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

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

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

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

Child Abuse or Neglect

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Jackson County, Georgia. Any other person who has reasonable cause to believe that a child is abused may report or cause reports to be made. Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report. Any person or official required by O.C.G.A. §19-7-5 to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor and may be punished. (JCS BOE Policy JGI)

Concussion Management

Prior to the beginning of each season of any extracurricular athletic activity, all parents/guardians of participating students shall be provided an information sheet informing them of the nature and risk of concussion and head injury. If a student participating in an extracurricular athletic activity exhibits symptoms of having a concussion, he/she shall be removed from the activity and be examined by a healthcare provider. If a student is deemed by a healthcare provider to have sustained a concussion, the coach or other designated personnel shall not permit the student to return to play until he/she receives clearance from a healthcare provider for a full or graduated return to play. As used in this policy, a "healthcare provider" means a licensed physician or another licensed individual under a physician's supervision, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management. Coaches, employees, and other designated individuals supervising extracurricular athletic activities are expected to use their training, personal judgment and discretion in implementing this policy. This policy is not intended to create any liability for, or create a cause of action against, the Board of Education or

governing body of a charter school or their officers, employees, volunteers or other designated individuals for any act or omission to act related to the removal or non-removal of a student from an extracurricular athletic activity. The Board authorizes the Superintendent to direct the development of administrative regulations and/or guidelines needed to implement this policy. (JCS BOE Policy JGFGB)

Hospital/Homebound Instruction

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

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

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

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

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

Drug Free Zone

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

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

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

Medication

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

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

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

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

Student Accidents

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

Student Accident Insurance

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

Suicide Prevention

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

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

SCHOOL NUTRITION SERVICES

The cafeteria is provided as a service for students and staff members. Monthly menus are posted on each school's website. It is permissible for students to bring meals from home but not from local fast food restaurants, which includes delivery from services such as Uber Eats and DoorDash. Soft drinks or other canned drinks are not permitted at JES or JA. Students are encouraged to bring water bottles and are allowed to have water throughout the school day.

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

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

Free/Reduced Meals

Free and reduced price meals are provided for those children who are eligible, as determined by the family size income scale. Applications and information explaining the free meal policy are available to parents/guardians on the district website, at Open House, and via Infinite Campus. A paper copy may be obtained from the front office at each school. The application is available in English and Spanish. Applications must be completed each year, regardless of previous status. Names of children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner. There shall be no overt identification of any children by use of tokens or tickets or by any other means. (JCS Policy JGHA)

Cost of Meals		
School	Breakfast Prices	Lunch Prices
JES	\$1.50	\$2.50
JA	\$1.50	\$2.70
JMS	\$1.50	\$2.85
JHS	\$1.50	\$2.85
System Employee/Visitors	\$2.00	\$4.50
Reduced Meals (all schools)	\$0.00	\$0.00
Extra Milk	\$0.50	\$0.50
<i>*Meal prices may be adjusted to reflect rising costs.</i>		

Student Breakfast/Lunch Accounts

There are two ways to pay for meals at school:

- (1) Students may bring money for meals in a labeled envelope from home. The envelope should include the student's name, grade level, homeroom teacher, assigned PIN number and total amount of money enclosed.
- (2) Parents/guardians may pay for meals using Infinite Campus. For questions, please contact Ms. Savannah Hix, Director of School Nutrition, at (706)367-2546 or savannah.hix@jeffcityschools.org.

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

Charge Policy

In emergency situations, students will be permitted to charge meals, not to exceed a specified amount. Students at JES and JA will be allowed to charge up to \$10.00, and students at JMS and JHS will be allowed to charge up to \$8.00. In these situations, students are only allowed to charge a full meal and are not allowed to charge a la carte items (e.g., bottled juice, extra milk, ice cream). If a student reaches the charge limit, a courtesy meal will be provided until the account is satisfied. When the account is satisfied, the student may resume lunch choices.

Cafeteria Visitors & Rules

Parents/guardians are not allowed to eat breakfast and/or lunch with their child(ren) on campus due to time and space constraints as well as to ensure the safety of all students. The participation of parents/guardians at school is both valued and encouraged, therefore each school will provide other opportunities for parent engagement throughout the school year.

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

- Students will be expected to take their proper place in line and not go ahead of other students in line.
- Running in the cafeteria is prohibited.
- Students are expected to use acceptable table manners.

- Everyone should clean his/her immediate area before leaving the table.
- All food and litter should be disposed of properly.
- Throwing food or other items in the cafeteria is not permitted.
- Loud talking and misbehavior will not be tolerated.
- Students may not leave the cafeteria without the permission of a staff member during the lunch period.

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

SCHOOL SAFETY & SECURITY

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

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

Emergency School Closing

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

Terroristic Threats & Acts, Penalties

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

A person convicted of the offense of a terroristic threat shall be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. A person convicted of the offense of a terroristic act shall be punished by a fine of not more than \$5,000.00 or by imprisonment for not less than one nor more than ten years, or both; provided, however, that if any person suffers a serious physical injury as

a direct result of an act giving rise to a conviction under this code section, the person so convicted shall be punished by a fine of not more than \$250,000.00 or imprisonment for not less than five nor more than forty years, or both. (O.C.G.A. 16-11-37)

STUDENT SUPPORT PROGRAMS & SERVICES

Academic Extension Program

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

After-School & Summer Programs (JES & JA only)

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

Continued enrollment in the Dragon Den and PLUS programs throughout the school year is contingent upon adherence to the procedures for these programs outlined in the registration packet relative to prepaid fees, discipline, timely pickup, and parent/guardian cooperation. Students may be released from the programs upon the third notification of failure to comply with these procedures.

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

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

Child Find

The purpose of Child Find is to identify, locate, and evaluate all children, in the district, birth through 21, who are suspected of, or have a disability or developmental delay that may result in a need for special education and related services. Jefferson City Schools serves children ages 3 through 21 with identified special education needs. Screening to determine appropriate educational strategies is not to be considered evaluation. Exceptions are allowed only when evaluation and/or placement is required due to a significant disability.

Jefferson City has Child Find responsibility for all children suspected of having disabilities, regardless of the severity of their disabilities. This includes:

- Children, birth through 3, who may or may not be referred to and served by the state's early intervention program, Babies Can't Wait
- Preschool children, ages 3 through 5, who may not be enrolled in a Georgia funded pre-kindergarten and kindergarten, including children who are parentally placed in private preschools or daycare centers outside the district
- Children who are enrolled in a public school within the district, including public charter schools
- Children who are parentally placed in private and home schools, highly mobile children, including migrant, homeless, and children who are wards of the state
- Children served in community programs such as rehabilitation centers, daycare centers, etc.
- Children, ages 18 through 21, who are incarcerated in facilities operated by the local sheriff's office or other municipalities
- Any other children suspected of having disabilities

Jefferson City Schools completes Child Find responsibilities in a variety of ways annually. Jefferson City Schools includes public announcements through local media via public notice (e.g., annual public notice on the system website), meetings with private and homeschool representatives, collaboration with other public agencies, and screenings of preschool children.

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

Early Intervention Program (EIP)

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

English to Speakers of Other Languages (ESOL)

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

The ESOL Program is a standards-based curriculum emphasizing social and academic language proficiency. The curriculum is based on the integration of the WIDA Consortium English Language Proficiency Standards with the Georgia K-12 Content Standards. This integration will enable English Language Learners (ELs) to use English to communicate and demonstrate academic, social, and cultural proficiency.

More information regarding the ESOL program may be obtained from the Jefferson City Schools [ESOL Program](#) page.

Gifted Program

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

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

Migrant Education Program (MEP)

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

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) integrates instruction, assessment, and intervention within a multi-tiered prevention system to maximize student achievement and reduce behavior concerns. This framework is designed to improve performance outcomes of all learners through the use of evidence-based interventions and screenings that provide different levels of support needed to more effectively address individual needs of students.

School Counseling & Social Work Support

School counselors are specially trained professionals who support the academic achievement, emotional and mental health, and career planning of all students. Through a comprehensive delivery program, students receive assistance in planning their courses of study, advisement for education and career planning, information regarding community resources, and support through short-term individual meetings, small groups, and classroom guidance lessons. School social workers provide a vital link between the home, school, and community, often using support services for students as needed.

Section 504 of the Rehabilitation Act

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

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

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

Special Education Program

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

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

Title I Program

The Title I Program is a federally funded, supplemental program designed to ensure that all eligible students have an opportunity to obtain a high quality education and to achieve proficiency on high academic standards. Eligibility is determined using a federal formula based on data from the U.S. Census Bureau counts of school-age children from low-income families residing in each school district.

STUDENT TRANSPORTATION

School Buses

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

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

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

Student Parking

Students are not allowed to park in the staff parking areas during school hours. Parking on campus is a privilege. Therefore, certain rules and regulations are expected of the student to maintain this privilege. If a student exhibits inappropriate grades, tardies, attendance and/or behavior, the student will forfeit his/her parking privilege for a specified period of time up to the remainder of the school year with no refund. Any student may be denied the right to purchase parking based on previous attendance, discipline, and/or academic performance. In order to apply and purchase a parking permit, a student must be clear of all fines and fees. Parking must be in marked spaces only. The Gold and Green lots are assigned to students by the administration. Parking hang tags must be displayed in the parked vehicle at all times. Failure to display a hang tag may result in your vehicle being stickered and/or booted. Parking hang tags may be purchased for \$75 online and are valid through the current school year. If a parking tag is lost or discarded, a replacement tag may be purchased for \$40. Do not park in driveways, entrances or exits, or on the grass. Parking outside marked spaces, in driveways and entrances or exits of the parking lot, and parking so as to block other cars is prohibited. Returning to parked vehicles, except with the permission of an administrator, may not be done until time for the student to leave school. No loitering or congregating in the parking lot is permitted during school hours. Infractions will result in the loss of parking privileges and/or disciplinary action. Parking in locations other than JCS facilities is not endorsed nor recommended by JCS.

TECHNOLOGY

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

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

Distraction-Free Education Act

The Georgia Distraction-Free Education Act requires all public schools to establish and implement local board policies and procedures that prohibit students' use of personal electronic devices during the school day. The aim is to minimize distractions, improve academic outcomes and increase meaningful interactions and focused learning experiences.

All PreK-12 students enrolled in Jefferson City Schools are required to adhere to the following rules and expectations regarding the access and use of personal electronic devices on school premises during school hours:

- All personal electronic devices must be powered off and stored in the student's backpack during the bell-to-bell time period.
- Bell-to-bell means no access to personal electronic devices from the start of the day until dismissal at the end of the day, including all scheduled instructional time, breaks, recess, restroom use, transitions and hallway time, lunch, assemblies, and other school-related activities occurring from the start to the end of the school day.
 - JES students may not access or use personal electronic devices at any time while on the school campus.
 - JA students may not access or use personal electronic devices while on the school campus before the final bell at 2:40 p.m.
 - JMS students may not access or use personal electronic devices from the time the bell rings at 7:50 a.m. until after the last bell rings at 3:33 p.m.
 - JHS students may not access or use personal electronic devices from the time the bell rings at 8:06 a.m. until after the last bell rings at 3:25 p.m.
- Personal electronic devices include cell phones, smartphones, smartwatches, smart glasses, tablets, earbuds/headphones, gaming devices, personal tablets/laptops and any other device capable of wireless communication, internet access, messaging, video recording, gaming, social media use or data transmission.
- Personal electronic devices will be collected by school personnel if they are seen, heard, or used during the school day. Parents/guardians will be notified by school personnel. Collected personal electronic devices will be stored in a secure location and only returned to parents/guardians at the end of the school day.
- Announcements about any changes to extracurricular activities will be shared and communicated via ParentSquare.
- Students with an urgent matter during school hours may use the phone in the school's main office to contact parents/guardians.
- Parents/guardians who need to reach a student during school hours must contact the school's main office.
- Personal electronic devices may be used on school buses in accordance with the appropriate use guidelines outlined in the Student Code of Conduct.

Rights and Responsibilities

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

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

Student Responsibilities

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

Internet

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

Security & Damage

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

Student/Parent Responsibility for Damage

Damage to a device will result in financial fees according to the table below. Disciplinary action may also be taken. Multiple damage incidents will result in removal of take-home privilege for JMS and JHS students. If a device is stolen or damaged, the situation will be handled according to the current discipline policies that are in place at each school.

Damage Level	Fee
Damage to device	Fee will be determined by technology staff, based on severity of damage
Damage to identification elements of the device (JCS Barcode/Student Name Tag)	\$10
Loss/Damage to charging cord	\$35

(Chargers may not be purchased from external sources.)	
Loss/Theft of Device	The parent/guardian must file a police report and a copy must be provided to the school within 2 business days of the alleged theft. If no police report is provided, full replacement cost of the device will be charged to the student.
Intentionality of damage will be determined by the Technology Department and/or administration. Any fee incurred due to damage of a device will be the responsibility of the student and/or parent/guardian. Jefferson City Schools may establish a payment plan for device replacement. Full replacement costs must be paid by the end of the current school year.	

Google Workspace for Education

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

Students are provided with a Google Workspace for Education account, which includes a suite of Core Services for educational use. These include, but are not limited to:

- Communication Tools: Gmail
- Productivity & Collaboration: Docs, Sheets, Slides, Forms, Vids
- Classroom Management: Google Classroom, Assignments
- Organization & Research: Drive, Calendar, Keep, NotebookLM

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

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

Student Device Agreement (JMS & JHS Only)

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

Issuance of Devices

Students enrolled in Jefferson Middle and Jefferson High Schools will be issued a device at no cost and allowed to take the device home on a daily basis. Before receiving the device, each student must complete orientation, which will provide information regarding expectations for student use of the device.

Procedures and Expectations

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

Technical Service and Repairs

In the event that your device needs repair or service, it should promptly be returned to the Technology Help Desk. If the device cannot be quickly returned to working order, a loaner device will be issued. **NO REPAIRS OR SERVICE SHOULD BE ATTEMPTED BY STUDENTS OR PARENTS/GUARDIANS.** Also, do not take your device to outside service providers. All service must be performed by JCS technology staff or their appointed service provider.

Care & Cleaning

- Only clean the screen and keyboard with a soft, clean cloth. Do not use any fluids or sprays to clean the device.
- Insert power cords, headphones, and USB devices carefully to avoid damage to device ports.
- No stickers, writing, or any kind of modifications are allowed on your device. Stickers are allowed if you purchase a personal clear case.
- Do not leave the device in non-climate controlled areas (e.g., car, garage). The device should never be left in your vehicle overnight.
- If you would like to buy a soft sleeve or carrying case for the device, you may do so.
- When carrying the device around school, carry it securely with both hands. Do not place your device in a bag with any other items (e.g., books, pens, liquids).

Loss or Theft

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

Internet Access & Filtering

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

Waiver of Device-Related Claims

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

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



JEFFERSON CITY SCHOOLS
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