



***JACKSON COUNTY COMPREHENSIVE HIGH SCHOOL
HOME OF THE PANTHERS***

***2018-2019
STUDENT HANDBOOK***

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Main Office (706) 367-5003
Athletic Dir. (706) 387-2009
Attendance (706) 367-5003 Ext. 13012
Band Room (706) 367-5003 Ext. 13803
Bookkeeper (706) 367-5003 Ext. 13011
Chorus (706) 367-5003 Ext. 13511
Counselors (706) 367-5003 Ext. 13006 & 13010
Media Center (706) 367-5003 Ext. 13300
Registrar (706) 367-5003 Ext. 13008
ROTC (706) 367-5003 Ext. 13406

**Jackson County School System
School Calendar
2018-2019**

Pre-Planning:	July 24-July 27
First Day of School:	July 30
Labor Day Holiday:	September 3
Teacher Planning Day:	Sept. 4
Student/Teacher Holidays:	Oct. 1-5
Teacher Planning Day:	Oct. 8
Thanksgiving Holidays:	Nov. 19-23
Teacher Planning Day:	Dec. 19
Winter Holidays:	Dec. 20- Jan. 1
Teacher Planning Day:	January 2
Students Return:	January 3
Martin Luther King, Jr. Holiday:	January 21
Student/Teacher Holiday or (Snow Make Up)	February 11-15
Teacher Planning Day:	February 18
Teacher Planning Day:	March 15
Spring Break:	April 1-5
Last Day for Students:	May 24
Post-Planning:	May 28 & 29

2018-2019 Bell Schedule

8:00 – 8:50 1 st Period	11:35 – 12:00 3 rd Lunch
8:50 – 8:55 class change	12:00 – 12:25 4 th Lunch
8:55 - 9:45 2 nd Period	12:25 – 12:30 class change
9:45 - 9:50 class change	12:30 – 1:20 5 th Period
9:50 – 10:40 3 rd Period	1:20 – 1:25 class change
10:40 – 10:45 class change	1:25 – 2:15 6 th Period
10:45 -12:25 4 th Period	2:15 – 2:20 class change
10:45 – 11:10 1 st Lunch	2:20 – 3:10 7 th Period
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Should you need assistance with any of the following areas, you may contact the person/office listed below:

Item	Contact	Wing Location
Academic Advisement	Counselors' Office	A
ADAP Cards	Front Office	A
Announcements	Front Office	A
Approval for school activity	Mr. Hayes	New Gym
Athletic Information	Mr. Hayes	New Gym
Attendance Information	Ms. Thompson	A
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JCCHS STUDENT HANDBOOK

This handbook is intended to inform students and parents of district policies and school procedures. Students and parents should become familiar with its contents, review it often, and if necessary, contact the school for clarification.

Since this handbook cannot cover every possible circumstance, the administrative team reserves the right to change and/or adapt policies and procedures that are in the best interest of the safety and education of students.

GENERAL INFORMATION

ATTENDANCE

Students are required to attend all classes unless they are participating in a school-authorized activity. Students are expected to arrive at school and for all classes punctually. During the school day students are required to follow all school policies, attend assigned classes and lunch periods, and follow instructions of administrators, teachers, and staff. For additional information concerning attendance, refer to the **SCHOOL ATTENDANCE** section of this handbook.

BULLETIN BOARDS

No bulletins, posters, advertisements, etc. shall be posted anywhere in the building without prior approval from the Athletic Director, Mr. Brad Hayes. They must be removed in a timely manner.

BUSES

School buses are provided by the taxpayers of Jackson County for transporting students to and from school and to and from school events. Students are expected to behave in a mature and courteous manner while riding the school bus. Riding the bus is a privilege. Violation of rules or failure to cooperate with the bus driver will result in disciplinary action and suspension of bus privileges. (See Student Behavior) System policy requires students to ride only the bus that picks them up and drops them off at their primary or secondary address listed with the school. Students wishing to be dropped off at their secondary address must receive advance approval from administration. For any problems concerning transportation call Mr. David Farmer, Transportation Department (706) 367-3986.

CAFETERIA

JCSS provides a well-planned, nutritious, and delicious breakfast and lunch to all.

- Each student will be assigned a student number at the beginning of the school year that will allow lunchroom personnel to key payment to the proper account and identify students as they go through the line. The student may pay for lunch by the day, week, month, or longer.
- No Charge Policy – Students will not be allowed to charge lunches at JCCHS. Students are expected to prepay on their accounts or to bring money for lunch.
- Applications for free or reduced lunches are available at any time during the school year from the cafeteria. Parents are to fill out the application and return it to the food service manager to see if the family qualifies. Free and reduced lunches cannot be received and/or consumed by anyone other than the individual to whom the free/reduced lunch was designated. Improper use of free and/or reduced lunch will be considered theft.
- All vending machines are available before school, during class change, and after school only. The use of vending machines at any other time during the school day must be approved by an administrator. EXCEPTION: Water may be purchased at any time during the school day. Soft drinks brought from home, as part of a sack lunch, must be placed in a container.
- All paper and trash will be removed from tables and areas around tables before leaving the cafeteria. Good manners and cleanliness are expected in the cafeteria at all times.
- During lunch, students are only allowed in the lunchroom, Old Gym (if passing all classes), Media Center, or outside eating areas.
- Prices for this school year are: breakfast \$1.55, breakfast reduced \$.30, lunch \$2.60 and reduced lunch \$.40.
- **Federal lunch program prohibits delivery of any outside, commercially prepared food (fast foods) during the school day.**

CARE OF SCHOOL PROPERTY

Cooperation is needed to maintain and continue to improve the appearance of the school. School pride should be reflected in the care and use of school property and facilities. Any student responsible for damaging school property will pay for damages. Damage includes, but is not limited to, loss, breakage, theft, and defacement of books, furniture, walls, lockers, or school structures. Vandalism of school property may result in expulsion from school.

COMMUNICATION WITH SCHOOL

It is essential that the home and the school make every effort to communicate openly and frequently. Infinite Campus postings, email messages, telephone calls, etc., keep parents informed and maximize our chances to address student needs for success. It is of equal importance that parents keep teachers informed of any developments which might influence a student's performance at school. If, as parents, you have questions or concerns please do not hesitate to contact us by telephone 706-367-5003 or visit us at JCCHS Website jchchs.jacksonschools.ga.org. We welcome your involvement, and the information shared enables us to better meet the needs of the students.

DETENTION (Lunch)

Students will eat lunch in silence and social isolation.

DRIVING LAWS

In order to obtain any driver's license, a student must have a certificate of attendance and discipline. A student seeking the operator's license (age 16), must also have proof of passing the Alcohol and Drug Program (ADAP). Students must sign up for those items in the front office at least one week before they are needed. For example, if a student signs up for an attendance certificate on Tuesday, the certificate will be available the following Tuesday. There are NO exceptions to this procedure for any reason whatsoever. If a student makes an appointment with the driver's license office and has not signed up for his/her certificate of attendance one week before the appointment, he/she will have to reschedule his/her appointment.

Requirements to receive a driver's license certificate of attendance and discipline:

- Attendance: If a student under 18 drops out of school he/she cannot receive the certificate. If a student has a license already, the license will be suspended.
- Discipline: If the student is suspended from school for any of the following offenses, the student cannot receive a certificate of attendance, or, if the student already has a license, the license will be suspended:
 - Threatening, striking or causing bodily harm to a teacher or other school personnel.
 - Possession or use of a weapon on school grounds or activities.
 - Any sexual offense prohibited under Chapter 6 of Title 16, which includes sexual harassment.
 - Causing substantial physical or visible bodily harm to or disfiguring another person, including another student.
 - Possession or sale of drugs or alcohol on school property.

DRUGS/ALCOHOL

Student use of and/or possession of illicit drugs or alcohol is harmful and illegal. Violations of the drug/alcohol policy for students can result in serious disciplinary consequences, up to and including expulsion and referral to legal authorities for prosecution.

Jackson County High School is designated as a Drug Free School Zone. Violators will be prosecuted to the full extent of the law.

ELECTRONIC DEVICES / CELL PHONES

Electronic devices and cell phones may only be used before school, during class changes, during lunch, and after school. At all other times during the instructional day, electronic devices and cell phones must be turned off and out of sight, unless permission is given by the teacher for instructional purposes. Music or other sounds from devices cannot be audible to others; external speakers are not allowed on campus.

EMERGENCIES

In an emergency requiring treatment for a student, every effort will be made to contact a parent or guardian immediately. In the event of a life-threatening situation, 911 will be called. Doctors and hospitals are very conscious of liability suits and will not treat a child without parental consent. The Jackson County School System assumes no financial responsibility for actions taken to preserve/protect the health and well-being of students.

END OF SCHOOL DAY

Students may remain after school for supervised activities only. All other students are expected to leave the campus immediately at the end of the regular school day. Students remaining after school are expected to comply with school policy and immediately report to and remain with their supervising staff member for the sport/activity in which they are involved. Students are expected to comply with the following:

- Bus riders only report to the "Bus Loading Zone." If students are not riding a bus, they should not enter the "Bus Loading Zone."
- Student drivers only report directly to the "Student Parking Lot" and depart the campus promptly.
- Students being picked up report directly to the "Pick up Zone" in front of the building near the main office (Wing A). The "Pick up Zone" is designated as the sidewalk immediately in front of "Wing A" entrance. Students are to enter automobiles from this area only.
- Only students under the direct supervision of a teacher, coach, or adult are allowed to remain on the school campus after school.

FIFTH YEAR STUDENTS

Fifth year students must understand that they are now adults and have high expectations placed on them with regard to their academic progress, behavior, attitude, and impact on the school environment. To support students in their efforts to meet these expectations a mandatory parent/guardian meeting will be scheduled for each student at the beginning of the year. Fifth year students not meeting these high expectations are subject to being placed in the alternative school to complete their education.

FIGHTING

In order to maintain a safe and secure environment, anyone who is involved in a physical fight, regardless of who “started” the fight, is subject to suspension; offenders are subject to being placed in the Alternative School. Fighting will be considered a disruption of a public school, and charges may be pressed accordingly.

FIRE DRILLS-WEATHER WARNINGS

All rooms will be evacuated when there is a continuous intermittent ringing of the fire alarm. A route is posted in each classroom, and students should move directly, orderly, and quickly to designated areas. Each group shall be assembled so the teacher may check the roll and must then stay with the teacher during the duration of the drill. Students in the restrooms or any place other than his or her assigned room should report immediately to his or her group for accountability.

FIRST AID OR MEDICAL ATTENTION

Students requiring first aid or medical attention should report to the clinic.

FOOD AND DRINKS

Purchases of snacks and drinks can be made before or after school, and during class changes. EXCEPTION: Water may be purchased at any time during the school day. Drinks in plastic containers may be transported in the halls if capped and carried in a book bag.

GANG/GANG-RELATED ACTIVITY

Jackson County High School has a zero tolerance policy to any gang or gang-related activity. This includes all school functions of which JCCHS is a part. The following is strictly prohibited and will not be tolerated:

- Any act of violence that might be determined as gang-related
- Any intimidating behavior that might be considered gang-related.
- “Flashing gang signs” – hand signals, etc.
- Possession of any gang writing on notebooks, book bags, articles of clothing, gang handbooks, etc.
- Wearing of any apparel perceived to be gang related. This includes bandanas, gang colors of any kind, or other symbolic clothing, paraphernalia, or gestures.
- Any effort to recruit gang members is strictly prohibited.
- Violation of the above rules may result in suspension out of school up to 10 days and referral to a Disciplinary Tribunal for possible long-term suspension.

GRADUATION MARCHING STATUS

Seniors must be in good standing in regards to their discipline history and must have completed all graduation requirements for a diploma in order to march and participate in the graduation ceremony. All student and graduation fees must be paid in full before graduation in order to for students practice and walk at graduation.

HALL PASSES (Classroom)

Students are not permitted to leave the classroom without permission from their assigned teacher. Students needing to leave their assigned classroom during class must secure a hall pass from their teacher and sign out.

HALL PASSES (Administrative/Counselors)

From time to time when students are called / sent to the office, it may be necessary for students to spend extended periods of time with counselors, administration or staff members. When this occurs, the office, administrator or staff member will issue a separate pass indicating the time the student arrived and departed the office.

HALL PASSES (Special)

Certain classes such as Video Journalism, Yearbook, etc. will issue a standard hall pass allowing individual students to carry out specific responsibilities outside the classroom during class time.

HONOR GRADUATES

Honor graduates must have earned at least a 90.0 (not rounded up) cumulative grade point average at the 30 week mark of their senior year.

HOTLINE

The hotline telephone number is 706-387-2015. This is a confidential hotline to report potential problems like weapons, drugs, violence, terroristic threats, harassment, etc. All calls are strictly confidential and will be greatly appreciated.

The **Text to Protect** number is 706-816-0411.

ILLNESS

Students who become ill during the school day and wish to leave school must secure a pass from a teacher, and then report to the clinic where a parent/guardian will be contacted. No other arrangements are allowed without administrative approval.

LEAVING SCHOOL CAMPUS

Once a student arrives at school, he or she is not to leave the school campus unless officially dismissed. A student is officially dismissed only when a parent/guardian officially checks the student out of school or special permission has been received from an administrator.

Students are not allowed in the parking lot during the school day unless they are escorted by an administrator.

LOCKERS

Students will have the opportunity to rent a school locker (lock included) for a cost of \$5. All locks and lockers are the property of Jackson County High School, and the administration reserves the right to search lockers for any reasonable cause. Students will be held accountable for items found in their lockers.

LOST AND FOUND

Lost & Found is located in the front office.

LUNCH EXPECTATIONS

Dining in the Panther Café is a privilege. To enhance the dining experience of the staff and students, the following etiquette must be followed:

- No cutting in line.
- Leave the lunchroom better than you found it; clean the tables and pick up trash around your area.
- Do not stand or walk on seats.
- Do not sit on table tops.
- Do not throw objects, including food.
- Do not make loud noises.

Students seeking to utilize the Old Gym during lunch must be passing all classes and behave in an acceptable manner based on the rules posted in the gym and cafe.

MEDIA CENTER

The Media program is a vital part of the overall school program. Media Center staff is ready and willing to assist students in selecting and utilizing information resources. The Media Center exists to enrich student learning activities and experiences.

Assistance in research and project development, training and collaborative instruction in support of the curricula and educational goals of JCCHS and personal interests of patrons is provided by media staff. The staff works to assist, guide, and inspire students to become critical and creative thinkers who are effective users of information technologies and to develop the necessary skills for college and career readiness, as well as, a life of continuous learning.

Media Center hours are from 7:45 a.m. until 3:30 p.m.; extended hours can be pre-arranged with the media resource specialist on an as needed basis.

The following policies should be observed:

- Students must have a pass from a teacher if they are going to the media center.
- Students must sign in and out unless escorted by a teacher.
- Books may be checked out for a period of two weeks.
- Specified resources may be checked out overnight.
- Materials may be renewed unless reserved.
- Students must pay for lost or damaged materials. All media center charges must be cleared before a report card will be issued or before records are sent to another school.

MEDICATION (Prescription/Non-Prescription)

Medication time schedules should be set so that, when possible, medicine is taken at home rather than at school. However, if medication must be taken at school, the following procedures apply:

1. Medication Authorization Form- The parent/legal guardian must complete the form, "Authorization to Give Medication at School." This form needs to be completed for prescription and non-prescription medication. This form will only be good for the current school year.
2. Your child's school clinic may keep **acetaminophen** and **ibuprofen**, when available, for those students that need it during school hours. Parents/guardians must have completed and initialed authorization on the "Authorization to Give Medication at School" form. No medication of any kind will be given to students unless this form is completed and returned to the front office. No exceptions.
3. According to state law, prescription medications must be labeled with the child's name and will only be given as directed on the bottle. No exceptions. If there are changes to the dosage then we must receive a new bottle reflecting the new medication dosage. No

changes will be made until a new prescription bottle has been received.

4. Medication should be brought to the clinic by parent/guardian. **Students should not bring the medicine to school.**
5. At the designated time, the student will go to the clinic to take the medication. Assistance/supervision will be given in accordance with the instructions on the authorization form.
6. Unused medication should be retrieved from the clinic when discontinued or before the end of the last day of school; otherwise the school will dispose of the medication. Prescription and/or nonprescription, no exceptions.

Students not following this procedure are subject to severe disciplinary action, including tribunal or expulsion.

OBLIGATIONS

All student obligations shall be cleared before the end of the semester they are incurred. Obligations could include, but are not limited to, a textbook not returned, library materials not returned, fees not paid, uniforms not returned, etc.

PARKING REGULATIONS

The operation and parking of a vehicle on the Jackson County High School campus is a PRIVILEGE granted by the school and can be taken away if abused. All students are expected to observe all traffic and parking regulations. The school reserves the right to suspend and/or revoke the campus parking privileges of any student who violates parking rules and regulations, is not in good standing at the school, or does not meet attendance requirements.

- Failure to follow parking regulations will result in disciplinary action.
- Students may only park on the school campus with a valid parking permit. Permits are \$60.00, and are non transferable and non refundable. Replacements are \$30.00.
- The registrant of a motor vehicle is responsible for its proper use, its contents and operation of the vehicle.
- Students are to park only in the student parking lot.
- The school assumes no responsibility for stolen items, and/or any damage or loss to motor vehicles driven or parked on campus.
- Students may not visit the parking lot or their cars during the school day without administrative permission.
- Obscene decals, signs, license plates, etc., will NOT be tolerated and must be removed before parking on campus.
- Students are not to play their car stereos loud enough to be heard outside the automobile. Profane or vulgar song lyrics will be considered a discipline infraction and will not be tolerated.
- The speed limit on campus is 10 M.P.H.
- **Students are to exit their cars and enter the building immediately upon arrival at school.**
- **Students are not to loiter in the parking lot after the dismissal of school. The parking lot should be cleared within fifteen minutes of the dismissal bell.**
- **7 absences may result in parking privileges being revoked.**
- **Illegal parking is a discipline infraction, which will result in disciplinary action and/or towing of the vehicle at the operator's expense.**

PEP RALLIES AND ASSEMBLIES

Pep rallies and/or student assemblies may be scheduled by the administration during the school year as needed.

PRIVATE PROPERTY

Students are warned and advised not to bring valuables and expensive personal belongings to school. Any amount of money, jewelry, cell phones, I-pods, electronic devices, etc. are at risk for being lost or stolen. Dressing rooms, lockers, parking lots and classrooms are not safe places to leave valuables. It is suggested that students secure valuables in school-provided lockers. During Physical Education classes, valuables may be given to the teacher for safekeeping. Stolen items will be reported to and handled by the SRO who will investigate as time permits.

PROM & HOMECOMING

- Acceptable dress clothes and shoes are required. No jeans or t-shirts of any color or type may be worn.
- If a student wishes to bring a student from another high school, JCCHS must receive a guest application from the other student's high school, as well as prior approval from a member of the JCCHS administrative team. This guest application must be turned in at least one week prior to the event.
- **Students that have more than 3 unexcused absences for Homecoming / 6 unexcused absences for Prom will not be allowed to attend.**

RESTROOMS

Restrooms should be used by students during class changes as needed. Students will be allowed use of restroom facilities during instructional times at the discretion of the teacher only with a hall pass. During class, students are required to use only the restroom located on the hall in which their class is located.

SCHOOL CLOSINGS

In the event of inclement weather, please refer to local media outlets, check the county website <https://www.jacksonschools.org/> , and monitor the school's Facebook feed. The school may also use Infinite Campus automated calls if possible.

SCHOOL DELIVERIES

Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Celebratory deliveries, such as Valentine's Day or Birthday's are also not permitted. Interruption of class to deliver these items interferes with instruction. **The school office will not accept delivery of fast food lunches to students.**

SCHOOL INSURANCE

Full-time insurance and personal accident insurance is available and encouraged for all students. It covers students while they are at school or participating in school activities. The school assumes no responsibility for accidents. Students who participate in athletics must be covered, and all students are encouraged to be covered. Student insurance can be purchased at www.studentinsurance-kk.com

SCHOOL SAFETY SEARCHES

Unannounced school safety searches will be performed periodically. Book bags, lockers, vehicles, etc. can and will be searched on campus. Hand-held wands might be used to check all students during a random school safety search. All students who are suspected of having a weapon may be checked at any time. The administrators have the right to search any student at any time while at school or school sponsored event.

STUDENT DROP OFF/PICK UP

Students should be dropped off in the morning and picked up in the afternoon in front of the school, **not in the student parking lot** or the teacher parking lot (bus loading zone).

STUDENT SELLING

The Athletic Director, Mr. Brad Hayes, must approve school fundraising projects. Students should not buy or sell private property while at school or while at a school sponsored activity.

SUSPENDED STUDENTS (OSS)

Students who have been suspended out of school are not permitted to enter the school campus, attend school functions, practices, or activities.

TECHNOLOGY USE

At Jackson County High School technology is an important instructional resource. The use of its devices/network is a privilege, not a right. Failure to follow the guidelines below will result in disciplinary action, which may include denied internet use and/or access to school computers.

- Compromise Network Security
 - Use another person's password.
 - Use another person's files, system, or data.
 - Use computer programs to decode passwords to access controlled information.
 - Attempt to circumvent or subvert system security measures.
 - Engage in any activity that might be harmful to systems or to any information stored on the systems, such as creating viruses, damaging files, or disrupting services.
 - Make or use illegal copies of copyrighted software, store such copies on the school's system, or send them over the network.
 - Use electronic media to harass others.
 - Waste computing resources.
 - Violate the regulations of the Jackson County School System regarding Internet use.
- Access, send, or post materials or communications that are:
 - Damaging to another's reputation
 - Abusive
 - Obscene
 - Sexually Oriented
 - Threatening
 - Contrary to the district's policy on harassment (GAEB)
 - Illegal
- **Students may not use electric devices to make pictures/videos of other people without their knowledge and permission. Students who violate this rule will be subject to disciplinary action.**

TELEPHONE USAGE

School Telephone: Students are NOT allowed to use the office telephones without administrative permission. Office telephones are for official school business only.

Please also see the cell phone procedures for expectations regarding personal devices on school campus.

TOBACCO /VAPING

Any student possessing/using/transmitting tobacco, e-cigarettes and vape devices and/or paraphernalia are subject to out of school suspension. Students will be presumed to be smoking when they are in a restroom stall with a cigarette (or with another student with a cigarette), in a stall with smoke coming from it.

- **1st Offense:** Two days out of school suspension
- **2nd Offense:** Three days out of school suspension
- **3rd Offense:** Four days out of school suspension
- **4th Offense:** Five days out of school and discipline tribunal to recommend assignment to Alternative School

Any student found smoking/vaping with any substance that is illegal will face consequences up to and including out of school suspension and/or expulsion.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian must be honor graduates and must be the students who have the highest numerical average and second highest numerical average respectively earned after 3 years +30 weeks. To be eligible for Valedictorian and Salutatorian status, a student must be enrolled at a Jackson County high school for a minimum of four full semesters. Within those, the student must have been enrolled and attended classes on a Jackson County high school campus full time for a minimum of two full semesters, and be enrolled at a Jackson County high school for the full two semesters of his/her senior year. Students must also have successfully completed at least three academic core units of Honors, AP, Dual Enrollment and/or IB coursework.

VISITORS

Parents are encouraged to visit the school to discuss student progress with the teachers, counselors, and administration. However, so we may best serve parents in a timely manner, please call ahead to schedule appointments. Conferences with classroom teachers will not be scheduled during hours when the teacher has a teaching assignment. Parents should call the appropriate counselor to set up conferences with the classroom teachers. Former students are welcome on campus only if they have an appointment to see a teacher or administrator.

In order to ensure a smooth running and safe school, please be aware of the following:

- All visitors must report to the main office for a Visitor's Pass.
- JCCHS is a closed campus. Student guests are not allowed unless they are a part of a pre-arranged exchange program with another school.
- Passes for visitors will not be issued during final examinations or other testing times. An administrator may refuse to issue a visitor's pass anytime if it is not in the best interest of the school to do so.
- School procedure is to accept only visitors with legitimate reasons.

WEAPONS

Any student who chooses to bring a weapon on the school campus, to school sponsored activities, or on a school bus, will be suspended out of school and may be placed in the alternative school to complete their education. Legal authorities will be notified.

WORK PERMITS

A work permit may be obtained in the front office on A wing. When all paperwork has been completed, the work permit and a driver license or birth certificate must be taken to the principal's secretary on C wing.

ACADEMICS AND INSTRUCTION

ACADEMIC INTEGRITY

Academic dishonesty is inexcusable conduct, and will not be tolerated. Students at Jackson County High School are expected to submit work for evaluation that has been completed solely by that student, unless group assignments have been so designated. Students are expected to maintain academic integrity at all times. A student who chooses to cheat will receive a zero for the assignment, the teacher will contact the parents, and the student will be referred to the administration. For first time offenders, teachers will work with the student to establish a timeline to make up / retake the assignment; however, the highest grade they will be able to receive will be a 70. For any subsequent cheating infractions, a zero will be received for the assignment without the option to re-submit.

Certain cheating violations, such as cheating on standardized tests, photographing testing materials, or encouraging others to cheat may result in escalated consequences. Repeated offenses will result in escalating consequences.

Students need to be aware that there are intentional and technical forms of cheating. Examples of intentional cheating include, but are not limited to:

1. Copying another student's work, or allowing another student to copy an assignment or answer.
2. Using electronic devices to access answers to a test, quiz, or another assignment without the teacher's permission to access answers in such a manner.
3. Unauthorized transmitting or receiving of information / outside assistance during a test, quiz, or other assignment without the permission of the teacher.
4. Buying or using any sort of paper, project, or assignment from another person or company and representing it as one's own work.
5. Turning in someone else's work as one's own with or without that person's knowledge.
6. Sharing questions from an assessment (quiz, test, etc.) with other students without the permission of the teacher.

There are also technical forms of cheating, or plagiarism, that students must avoid. Examples of this kind of cheating include, but are not limited to:

7. Copying statements from a source and using them without proper use of quotation marks and citations.
8. Paraphrasing information from a source without properly citing the source material.

ACADEMIC LETTER

The Academic Letter is a symbol of academic excellence. Its purpose is to reward students who work hard and give their best effort in academics, which results in high levels of academic achievement. Students at JCCHS have opportunities to earn Academic Letters throughout their high school careers by meeting the criteria outlined below. Letters will be awarded in the spring semester each year.

To earn an initial Academic Letter:

1. A student must be enrolled in a full academic schedule of classes for the previous three consecutive semesters.
2. A student must maintain a minimum cumulative weighted average of 93 in all academic courses (there will be no rounding of numbers to the next highest number in order to achieve eligibility for this academic recognition). For the purpose of this award, academic courses are considered to be any courses taken in the Language Arts, Math, Modern Languages, Science, and Social Studies departments. Transfer grades earned from other institutions are not factored into a student's eligibility status for the Academic Letter award.
3. A student must have no suspensions, no more than 2 minor discipline referrals and no excessive absences (as determined by the school administration) during the three previous consecutive semesters.
4. A student must have no discipline violations involving academic dishonesty.
5. A student must be on track to graduate with his/her class.

6. A student may not have an incomplete grade in any course.

Once students have earned initial Academic Letters, those maintaining the requirements for the Academic Letter in successive semesters may receive pins to place on their letters. Students who already have a letter from another achievement at the time they initially earn an Academic Letter may receive a pin.

Students receiving letters will be allowed to purchase a letterman's jacket at their own expense.

HOMEWORK

Homework is defined as any required study assigned for completion after regular class time. It is the practice of Jackson County High School to assign homework as a valuable tool that:

- Reinforces classroom instruction.
- Prepares students for upcoming topics.
- Helps students develop self-discipline, organizational skills, and/or time-management skills.
- Aids in evaluating student progress.

LATE WORK PROCEDURE

- Any student that fails to turn in an assignment on the due date assigned by the teacher will be able to earn a maximum grade of a 70 on that assignment moving forward.
- An assignment that is late will be marked as "Missing" until one week after the next summative assessment, at which time, if the assignment has not been turned in, the student will receive a "0" for the assignment.
- Teachers will assign students to Late Work Detention to assist them in getting late assignments completed, and will contact parents/guardians to make them aware when assignments are not turned in on time.

PROGRESS REPORT/REPORT CARDS

Progress Reports/Report Cards are sent out with the student at the end of each 6, 12, 18, 24 and 30 week grading periods.

FINAL EXAMS

The final exam schedule will be posted on the school website. Please try not to schedule appointments or trips during this time. There will be no checkouts on final exam days.

SENIOR EXAM EXEMPTION

Students expecting to graduate in the current school year and who have 17 or more credits will be given the opportunity to exempt a final exam/assessment during the second semester, based on the following criteria:

- Senior cannot have more than 3 absences in the course.
- Senior must have a weighted 90.0 (not rounded up) in the course one week prior to the final.
- Senior cannot have any ISS/OSS during the current school year.
- An exempted assessment is not counted in the gradebook, and any student in the classroom during the final exam time period must take the final.

A final exam does NOT include an EOC, EOPA, or other mandated test.

ACADEMIC INFORMATION

GIFTED EDUCATION

To be eligible for gifted education, students must meet criteria established by the Georgia Department of Education in the areas of mental ability (intelligence), academic achievement, creativity, and motivation. It is the belief of the Jackson County Schools that some students show potential for performing at exceptionally high levels compared to others of their age, experience, or environment. Such gifted students exist within all ethnic, geographic, and socio-economic groups and need differentiated instruction to achieve at levels commensurate with their abilities. The school system is committed to meeting the special needs of these students by providing an array of service options and educational opportunities. Teachers, counselors, administrators, parents and guardians, peers, self, or other individuals with knowledge of a student's abilities may refer students. For additional information regarding gifted education services, contact your child's classroom teacher or school counselor.

HOMEBOUND AND HOSPITAL HOMEBOUND

If a student should need to be absent from school for more than 10 consecutive school days or intermittent periods of time because of serious illness or an accident, arrangements may be made to provide instruction at home. It is the responsibility of the parent to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation is required. Applications are coordinated through the counseling department.

PROMOTION REQUIREMENTS

To be Classified as a	Credits required
10th Grader	5
11th Grader	11
12th Grader	17
Graduation Requirement	23

Grade Placement is made annually at the end of the second or summer semester.

SCHOOL ATTENDANCE

ATTENDANCE

Students are required to attend all classes unless one is participating in a school-authorized activity. Students are expected to arrive at school and for all classes punctually. During the school day students are required to follow all school policies, attend assigned classes and lunch periods, and follow instructions of administrators, teachers, and staff.

GEORGIA ATTENDANCE LAW

The Georgia Compulsory Attendance Law: It is the duty of every parent, guardian, or other person having control of any child between the child's 6th and 16th birthday to assure that the child attends a public school, private school or home study program. Failure to comply constitutes a separate offense GA. Code 20-2-690.1. Student attendance is critical to the attainment of high academic expectations and efficient use of instructional time. School attendance is the responsibility of both parents and students.

ATTENDANCE PROCEDURES

ATTENDANCE MAKE-UP PROCEDURE

Students should meet with the teacher within 5 days of returning to school after an excused absence to devise a plan for make-up work.

ABSENCES

Excused: Students will be excused from school under the following circumstances:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's family necessitating an absence.
3. A court order or an order by a government agency, including pre induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student's health or safety.
6. A scheduled medical, dental or eye examination of the student.
7. Registering to vote or voting, for a period not to exceed one day.
8. Visiting a parent or legal guardian who is in the military service in the armed forces and has been called to duty or is on leave from overseas deployment to a combat zone or combat support post.
9. The student may be excused for a maximum of 5 days per school year.

Unexcused: Absences are unexcused for all other reasons, including but not limited to: missing the bus, oversleeping, power outages, vacations, trips, family visits, car trouble, babysitting, running errands, and/or skipping school.

When a student is absent from school, the following procedure should be followed:

The student must bring a note from his/her guardian explaining why the student was absent from school the day following the absence. The note should include the date, reason, parent/guardian signature and phone number for verification. The note should be turned in to the attendance clerk at the beginning of the school day on the day the student is returning after an absence. Parents are only allowed to write notes excusing up to 5 absences for the entire year. The notes must be for an excused reason (see above for list of excused reasons) or the note will not be accepted.

EXCESSIVE ABSENCES

Chronic absenteeism impacts a student's ability to learn and succeed in school. School approved field trips/activities, medically documented absences, and suspensions will NOT count toward excessive absences. If a student has a serious medical or legal problem, the student's parent/guardian should notify the student's counselor.

The school will attempt to call parents/guardians when a student is absent from school.

Procedures:

1. For students under the age of 16 – a letter will be sent to the parents when the student has accumulated 3 unexcused absences. Once the student has missed 5 unexcused days, a letter will be sent requesting a meeting at the school to discuss absences. The school social worker will be notified at this point. When a student misses 7 unexcused days, the school social worker will be notified again and a referral to the Attendance Review Board at the courthouse will be made.

Possible Consequences and Penalties for Parents and Students

1. A parent / guardian who violates the Compulsory Education Law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject per violation to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's unexcused absence beyond five unexcused absences constitutes one violation.
2. Charges may also be filed in Juvenile Court or State Court on students who do not comply with the Compulsory Education Law.

School System's Responsibilities: If the school system is made aware that a child between the ages of six and sixteen or any child who has enrolled for twenty school days or more in a public school prior to their sixth birthday is not enrolled in public school, private school, or a home study program, the Superintendent has the authority and responsibility to file proceedings in court to enforce the mandatory education laws.

State Laws:

- Mandatory Education for Children Between Ages 6 and 16 – O.C.G.A. 20-2-690.1
- Student Attendance Protocol Committee – O.C.G.A. 20-2-690.2
- Teenage and Adult Driver Responsibility Act – O.C.G.A. 40-5-22

CHECK OUTS

Any student needing to leave campus during the day for any reason must check out through the office or clinic. A parent or guardian must be present before a student is released from school. Students are not allowed to check out during a final exam period.

To be counted present for the day by the State:

- Students cannot check out until 11:00.
- Students must check in by 12:15.

We cannot stress enough the importance of keeping the office informed of any changes in phone numbers, address, or contact persons listed on the Parental Consent Form. This form is used to contact parents for illness, emergencies, check out verification, and other contacts required by school personnel.

Procedures:

1. ONLY parents/guardians or people listed on the **Parental Consent Form** are permitted to check out students. In emergency situations if the parent/guardian cannot be contacted the office will call in the order the individuals are listed.
2. Students that become ill will be checked out through the clinic.
3. Students may only be checked out by presenting a parent note before school (all notes will be verified prior to checkout) or by those listed on the Parental Consent Form being physically present in the front office.
4. **Phone check outs will not be allowed.**
5. The student must take his/her checkout note to the cafeteria between 7:45 am and 8:00 am. The note must have a date, time of check out, reason, parent signature, and parent phone number. Parent notes will not be accepted after the start of school unless approved by an administrator.
6. A checkout slip will be issued to the student. When it is time to check out, the student will have his/her classroom teacher sign the slip and the student will go to the front office, drop off his/her checkout slip, sign out, and depart the campus immediately. Under no circumstances are students to remain on campus after checking out of school.
7. If the student returns the same day, the student must report to the office to pick up an admit slip.

Unlawful to make or attempt to make change of custody of minor child by removing child from school premises (20-2-780):

1. No person shall make or attempt to make a change of custody of a minor child by removing the child from the premises of a private or public elementary or secondary school without the permission of the person who enrolled the child in the school, notwithstanding the fact that the person seeking to obtain custody of the child from the school has a court order granting custody of the child to such person.
2. This Code section shall not apply with respect to the following:
 - a. Persons seeking to enforce court orders that specifically authorize or direct the release of custody by the school; or
 - b. State or local officials acting under the express authority of this state's child protection laws.
3. Any person violating this Code section shall be guilty of a misdemeanor.
4. School officials when acting in their official capacities in preventing or attempting to prevent a violation of this Code section shall be immune from civil or criminal liability that otherwise might be incurred or imposed.

COLLEGE/MILITARY VISITATION ABSENCES

Students being inducted in the United States Military, visiting colleges, technical colleges, or other postsecondary institutions will be marked present in class so long as the proper forms and procedures are followed.

Procedures:

1. Make an appointment with a postsecondary institution/military induction center.
2. Obtain a "College Visit Permission Form" from the counseling department and return it at least one calendar week before the visit. A parent and all of the student's teachers must sign the form before it is returned to the counseling office. The time and date of the proposed visit is entered on the form before it is given to the student, consequently the student must make an appointment before requesting the form.
3. When the student returns the permission form to the counseling office, he/she will receive a "College Visit Verification Form."
4. The student must have a college official complete that form before leaving the postsecondary school's campus. Upon return to school, the student must have each of his/her teachers sign the verification form. He should then return the form to the counseling office.
5. When the student is absent from class, the teachers record that as an absent which will count against the five allowed days for absences. The student's absence is also entered into the school's attendance records. When the student returns the verification form, the absences are removed by the teachers and from the school's attendance records.
6. Students may make up to three college visit days each year. If a student wishes to take more than three days for visits, he/she must obtain permission from the principal.
7. Students who miss classes to be inducted into the United States Armed Forces will be counted present if proof is provided by the students' recruiters.
8. Students who do not follow the above procedures fully may still have an excused absence for a college/military visit; however, the absence will count against perfect attendance status.

ELIGIBILITY FOR ATTENDANCE AT ATHLETIC / EXTRACURRICULAR ACTIVITIES

Students must attend school at least four full class periods to be eligible to participate in extracurricular activities.

TARDY TO 1st PERIOD and/or LATE TO SCHOOL

All students are expected to be at school and in class on time. Students are considered tardy (late) to school if they are not IN classroom when the bell rings to start school.

Procedures: Students arriving after the start of school must report to the café until 8:15 am and the front office any other time for a check in note. Any student arriving after the start of school is considered tardy/late to school. The corrective action for checking in late:

Checking In:

- 1st & 2nd - Warning
- 3rd - 1 lunch detention, parent call
- 4th - 2 lunch detentions, parent call
- 5th - 1 day of In School Suspension (ISS), loss of parking privilege for 2 days
- 6th - 2 days of ISS, loss of parking privilege for 5 days
- 7th & over - Administrative Discretion

Unexcused Tardies: Tardies are unexcused for all other reasons, including but not limited to: missing the bus, oversleeping, power outages, car trouble, and/or running errands.

TARDY TO ALL OTHER CLASSES

All students are expected to be in class and on time as listed on bell schedules. There is adequate time between classes and before school for students to arrive on time. Students should be in the classroom when the bell to start class rings. Tardiness to class may only be excused by school personnel. All other tardiness is considered unexcused.

Procedure: Students who are not in the classroom when the final bell rings will be considered tardy and must report to the café to receive a pass to class. The corrective action for being tardy is:

1st & 2nd Tardy - Warning

3rd Tardy – 1 lunch detention, parent call

4th Tardy – 2 lunch detentions, parent call

5th Tardy – 1 day of In School Suspension (ISS), loss of parking privilege for 2 days

6th Tardy – 2 days of ISS, loss of parking privilege for 5 days

7th Tardy & over – Administrative Discretion

Note: Individual teachers may have additional requirements concerning what constitutes a tardy in their class.

TRUANCY

Students who leave campus without checking out and/or who are absent from school without their parent's prior permission, will be considered truant (AWOL). Students who skip a portion, a full class, or several classes are considered truant. Once a student arrives on campus, the student is considered to be at school and must obtain permission in order to leave campus by checking out, even if classes have not yet begun. Students are not allowed to check themselves out of school when they turn 18. Parents must be contacted.

STUDENT BEHAVIOR

STUDENT BEHAVIOR

Students learn best and teachers provide the best instruction in an orderly environment. School is, above all else, a place where learning occurs. Students are expected to contribute positively to the learning atmosphere of their classes. When any extremes of either dress or behavior occur, which are disruptive to the learning process, the administration will take any action deemed necessary and appropriate to correct the situation. Violence will not be tolerated at school or at any school-sponsored event. Extracurricular activities on or away from the campus are considered an important part of the educational endeavors of the school. Conduct during these events will be consistent with school policies.

The Jackson County Board of Education Discipline Code of Conduct

<https://www.jacksonschoolsga.org/jackson-county-school-system-code-of-conduct/> contains Board adopted policies that are related to discipline in Jackson County Schools. The publication provides detailed information about these policies and the current procedures for implementation, including consequences for student misconduct. It is the student's responsibility to be familiar with these policies and exhibit acceptable behavior. Local school administrators have broad discretion to determine the consequences for most student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include, but is not limited to, a student conference, Saturday school, in-school suspension, parental out-of-school-suspension (student may return with a parent), out-of-school-suspension (up to 10 days per occurrence), or referral to Student Disciplinary Tribunal which may result in long-term suspension or expulsion. In cases involving violation of State or Federal law, law enforcement officials shall be notified.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive and age appropriate discipline process. The degree of discipline 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, the age of the student, and other relevant factors. Repeated student behavior referrals may lead to the student being placed on a behavior contract.

STUDENT DRESS AND GROOMING

Student dress and appearance shall be neat and in good taste as dictated by common sense and propriety. The school authorities reserve the right to make the final judgment as to what is neat and in good taste. A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols whereas the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The administration shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols result in such interference or disruption as to violate this rule.

There is a positive relationship between a neat, appropriate appearance and a good learning environment. All students are encouraged to take pride in themselves and their schoolwork. To create the most optimal setting for students, the following guidelines for student dress are in effect.

DRESS CODE FOR INSTRUCTIONAL TIME

Clothing or grooming that disrupts school or a school function is NOT allowed. Administrators may REFUSE ADMISSION to class or to school to any student who is in violation of the dress code.

Students are NOT permitted to wear:

- See-through clothing or any clothing that shows straps or undergarments.
- Tops that do not cover shoulders.
- Hats, handkerchiefs, head coverings, visors, or bandana headbands.
- Sunglasses inside the building.
- Wallet chains over 6 inches in length.
- Pants that sag and do not go up to the waist.
- Trench coats and body length coats.
- Sleep attire including sleep pants, pajamas and bedroom shoes/slippers.

Guidelines:

1. Backs should be covered from neck to the waist. Undergarments must not be visible.
2. All clothing should be non-revealing in the chest area, midriff, or backside whether standing or sitting.
3. Clothing or personal belongings displaying drugs, gangs, racial or sexual connotations, alcohol, tobacco, double meanings, or inappropriate slogans.

In matters concerning the dress code, safety and modesty shall be the criteria and administrative judgment shall govern the application of all such matters.

PROM, HOMECOMING, DANCES, HONORS NIGHTS, & GRADUATION DRESS CODE

Acceptable dress clothes and shoes are required. No jeans or t-shirts of any color or type may be worn. Graduation dress code must be followed in order to march in the ceremony.

BUS RULES FOR STUDENTS

BUS TRANSPORTATION

System policy requires students to ride only the bus that picks them up and drops them off at their primary or secondary address listed with the school. Students wishing to be dropped off at their secondary address or students traveling to a friend's with a note must receive advance approval from administration.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. The bus driver is in charge, and students must comply with the requests of the driver. For safety reasons, passengers will not be allowed to carry balloons or glass containers on any school bus. The bus driver and/or a school administrator may assign seating. Students suspended from the bus cannot ride any Jackson County school bus during the suspension period.

BUS RULES

- Stay in your seat. Students should remain seated, facing the front of the bus at all times. Do not sit on books or bags. Keep all your belongings in your hands at all times. Do not move from one seat to another. Get in your seat quickly and stay there until the bus has completely stopped at your stop. Do not kneel or stand on your seat. Keep your feet and legs out of the aisle.
- Cooperate with the driver. Follow the driver's instructions without argument.
- Fighting is forbidden. Fighting includes any manner of threatening, hitting, kicking, pushing, punching, pinching, spitting, etc.; any physical action aimed at another – whether in anger or in play.
- No profanity. Conversations or use of vulgar language pertaining to sex, drugs, drinking, etc. will not be permitted.
- Use or possession of tobacco, drugs or alcohol is forbidden. Vapor pens and similar devices (regardless of contents) are not allowed.
- Keep your head, hands, and arms – everything – away from open windows. NEVER put anything into or out of bus windows. NEVER yell or talk to others out of windows, nor do anything that might cause another to approach the side of the bus. It is a violation of local, State and Federal laws to throw anything out of the vehicle.
- Do not throw anything in or out of the bus.
- Do not argue with or “talk back” to the driver. Matters of discipline or problems will never be discussed with students or parents while the bus is in operation.
- Talk quietly with those near you. Make no other noises of any kind. Do not play music. At railroad crossings, maintain absolute silence until the bus is safely across the tracks.
- Do not scratch, cut or write on seats, walls, floors, etc. Keep your fingers and hands off the windows.
- Items forbidden on the bus include, but are not limited to the following: animals (dead or alive), glass containers, knives or other weapons, toys, cigarettes, matches or lighters, nor anything else that might spill, break, or cause injury. Students who are in possession of such items on the bus will be held responsible and could face disciplinary action.
- Eating and/or drinking on the school bus are forbidden. This includes any form of candy.

DISCIPLINARY DEFINITIONS

ABUSIVE SUBSTANCES

Any student involvement with illegal or inappropriate substances on school grounds or at school-related activities shall be dealt with in accordance with the JCSS Code of Conduct.

Medication

Students not following the procedure as laid out in the MEDICATION (Prescription/Non-Prescription) section are subject to severe disciplinary action. With an offense of unauthorized use or possession, or selling of over-the-counter or prescription drugs, the penalty will be at the discretion of the principal, depending on the circumstances. Possible removal from the school setting, pending a disciplinary hearing.

ALTERNATIVE SCHOOL EXPERIENCE

Student is removed from the regular environment at Jackson County High School and placed in an alternative setting for a specified period of time.

BULLYING

Bullying is a serious offense and will not be tolerated in any Jackson County School. The term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, at school related functions or activities, or by the use of data or software, whether or not such electronic act originated on school property or with school equipment, if the electronic communication

(1.) is directed specifically at students or school personnel,

(2.) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and

(3.) creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose.

Bullying also includes but is not limited to:

(1.) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so:

(2.) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

(3.) Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

(a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(b) Has the effect of substantially interfering with a student’s education;

(c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(d) Has the effect of substantially disrupting the orderly operation of the school.

Procedures shall be developed at each school encouraging teachers, other employees, students, and parents/guardians to report or otherwise provide information on bullying activity. Once bullying has been reported, school officials shall begin a thorough investigation within a 24 hour period. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in local Board policy. Upon a finding by a school administrator that a student has committed an act of bullying or is the victim of bullying, the administrator or his/her designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or though written notice which may be done electronically.

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

Complete information regarding bullying and all the provisions that address it in the school setting can be found in the Jackson County Board of Education Policy Manual, Policy JCDAG, “Bullying.”

CONTRABAND

Tobacco, drugs, and alcoholic beverages are not permitted in school or at school sponsored activities. Violators are subject to severe disciplinary action, including expulsion from school. Contraband includes, but is not limited to, any item that can reasonably be considered a disruption or a danger to others. Items including e-cigarettes, vapor pens, hookahs, or anything else the administration deems to fit into this category (regardless of contents) is prohibited anywhere on school property or any school related activity. Any contraband confiscated at the school or at school functions will not be returned.

EXPULSION

The removal of a student from Jackson County Schools permanently or for an extended period of time.

HARASSMENT

Any report of harassment will be taken seriously and investigated thoroughly. Such incidents will not be tolerated since they lead to the existence of a hostile and uncomfortable school environment. Student reports of harassment by peers should be referred to school administrators. Based on the evidence, administrators will determine the course of action and consequences.

IN-SCHOOL-SUSPENSION

The In-School Suspension program isolates disruptive students from their regular assigned classrooms and from other school activities, continues their progress with classroom assignments, and provides individual instruction in essential skills and knowledge areas when needed. Students are isolated in a classroom designed for the suspension programs. Students misbehaving in ISS will face additional consequences. A student will be required to complete the ISS assignment upon returning to school.

LUNCH DETENTION

Students will eat lunch in silence and social isolation.

OUT OF SCHOOL SUSPENSION

Temporary removal of the student from the Jackson County High School Campus for a specific period of time up to ten (10) days. Students must return with parent or guardian to be readmitted.

PARENTAL SUSPENSION

Temporary removal of the student from Jackson County High School until parent or guardian returns with the student.

SATURDAY SCHOOL

A rigidly controlled student work program held on designated Saturdays from 8:30 am until 11:30 am. It is a choice offered to some students as an alternative to selected types of disciplinary actions. And because it is an alternative disciplinary action chosen by the student and not an assigned disciplinary action, students who miss the assigned date for any reason will receive ISS. Students arriving late to SS will not be admitted and considered absent. Students should come dressed to work. All requests for rescheduling SS must be approved prior to the date to be served. Requests after the fact will not be considered.

SEXUAL HARASSMENT

Sexual Harassment at school is defined as unwanted and unwelcome behaviors which interfere with a student's right to receive an education or to participate in school activities. Sexual harassment may result from words, images, or conduct of a sexual nature that offend, stigmatize, demean, frighten, or threaten a student. Some examples of conduct which rise to the level of sexual harassment at school are:

- Spreading sexual rumors or gossip or making sexual propositions
- Making suggestive or sexual gestures, jokes, or verbal comments
- Physical contact or blocking someone's way
- Writing or transmitting sexually suggestive images, graffiti, or messages

Incidents of sexual harassment should be reported to a school administrator immediately.

TEACHER DETENTION

Teachers may assign detention for disciplinary infractions at their own discretion. Students stay after school with a teacher for a designated time.

USE OF TOBACCO

In accordance with Jackson County Board of Education Policy, the use of, possession of, or transmission of tobacco in any forms, including e-cigarettes, vapor pens, hookahs, or anything else the administration deems to fit into this category is prohibited anywhere on school property. Students in violation of this offense are subject to out-of-school suspension or other disciplinary actions.

VERBAL ASSAULT

An unprovoked outburst of abusive words directed toward a person in a violent or tumultuous manner so as to place such person in a reasonable fear for his/her personal safety. Students in violation of this offense are subject to disciplinary action.

WEAPONS NOTICE

Effective July 1, 1999 state law makes it a felony for any person to carry, possess, or have under such person's control while at a school building, school function, or school property, or on a bus or other transportation furnished by the school, any weapon or explosive compound. The term "weapon" means and includes any pistol, revolver, or weapon designed or intended to propel a missile of any kind, any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, in which may be known as a nunchuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind. Refer to the Jackson County Schools Code of Conduct for additional information. Students in violation of this offense are subject to expulsion from Jackson County Schools.

COUNSELING

The Counseling Department provides many services and programs for students, parents, and faculty to assist in achieving academic success and in exploring options for the future. Counselors work with students individually, in small groups, and in classroom guidance. The school counselors place the needs of the students first and recognize that meaningful learning takes place only when a student's social, emotional, and physical needs are met.

The role of the counselors at Jackson County High School is to:

- Conduct individual and group counseling with students.
- Ensure that students receive appropriate career, educational or vocational planning assistance.
- Assist with the administration of standardized testing program.

Other tasks performed are: the enrollment/withdrawal process, handling of all student cumulative records, coordinating college and military recruiter visits, assisting students applying for financial aid for higher education, handling transcript requests, giving study skills assistance, and arranging college visitations. Parent conferences are available by appointment.

For academic issues, students are based on their last names:

10th-12th A – L: Mrs. Pitner

10th-12th M – Z: Mrs. McCutcheon

9th: Ms. Buwick

APPOINTMENTS

Students may schedule individual appointments through the counseling office. The counseling office is open 8:00 AM – 4:00 PM.

DUAL ENROLLMENT/MOVE-ON WHEN READY PROGRAM

Juniors and seniors who qualify may enroll in a college or technical college and receive both high school graduation credit and college credit. Students interested in dual enrollment or move-on when ready program should make an appointment with the appropriate counselor for academic issues.

TRANSCRIPT REQUESTS

A transcript consists of a copy of the student's cumulative grades and the scores on the ACT, SAT, PSAT, and EOCT. There is a \$3.00 fee for all Transcript requests.

WITHDRAWAL PROCEDURE

In order to withdraw from school, a parent must come to the counseling office for a conference and to complete the withdrawal paperwork. Parents should make an appointment. Failure to make an appointment may result in a long wait. All books should be returned and any fees should be paid prior to withdrawal.

EXTRACURRICULAR ACTIVITIES

ATHLETIC

Athletic Director: Mr. Brad Hayes

Athletic Website: www.jcpantherathletics.com

Jackson County High School offers a variety of extracurricular activities in which a student can participate. A student must follow GHSA and Jackson County High School guidelines to participate in a sport. In order to compete, a student must have passed at least five courses the preceding year and be on track for graduation. Incoming 9th graders are eligible immediately, but must meet GHSA requirements to be eligible to compete second semester.

To be eligible, students must be "On Track" as follows:

10th Graders – 5 units

11th Graders – 11 units

12th Graders – 17 units

FALL SPORTS

Cheerleading, Cross-Country, Football, Softball and Volleyball

WINTER SPORTS

Basketball, Cheerleading, Swimming and Wrestling

SPRING SPORTS

Baseball, Golf, Gymnastics, Soccer, Tennis, and Track

STUDENT ORGANIZATIONS

The faculty is committed to providing students with opportunities to participate in a diverse array of student activities, which will promote their intellectual and social growth and development. To accomplish this goal, Jackson County High School provides a number of clubs, activities and student publications.

ACADEMIC TEAM: The academic team is open to students from any grade level. The academic team participates in competitions against other high schools.

- Advisor: Koenig

ART CLUB: Art Club is open to any student at JCCHS interested in exploring more about the visual arts. You do not have to currently be taking an art class to get involved. Activities include, but not limited to: Field trips to museums and exhibitions, face painting at events, mural paintings, hosting exhibitions, fundraisers, meeting local artists, and having extra studio time to practice art techniques.

- Advisor: Colley

BAND: See Fine Arts

- Advisor: Golding/Tinnell

BETA CLUB: The National Beta Club is a leadership and service organization open to sophomores, juniors, and seniors. Requirements to join the Beta Club are to have and maintain a 90 average, exemplary conduct (i.e. no discipline referrals), and participation in mandatory service projects/activities.

- Advisor: Hamburg

CHORUS: See Fine Arts

- Advisor: Bunn

DRAMA CLUB: is open to all students at JCCHS. All Drama club members will be invited to participate in all drama related activities including the State One-Act Competition held during the fall semester.

- Advisor: Fisher

DIABETES AWARENESS CLUB - Panther Diabetes Support will be a club open to all students. We will focus on student awareness of Type 1 and Type 2 diabetes, but also educate students who have the disease on how to manage it. Community involvement is greatly appreciated, as we will be fundraising for JDRF during the school year. We will also be networking with support groups in the state to help raise awareness.

- Advisor: Fleming

DIGITAL AND COMMUNICATIVE ARTS CLUB

- Advisor: Golden/Wilbanks

ECONO

MICS CHALLENGE: An academic competition open to students in Regular and Advanced Placement Economics classes. Students compete in the state competition in March in an attempt to earn a spot in the national competition in New York. Students are quizzed about microeconomics, macroeconomics, and international economics in this intense academic challenge.

- Advisor: Ellis

ELECTRIC VEHICLE CLUB: Open to all interested and dedicated students. Club meets weekly to work on vehicles & to prepare for state competitions.

Advisor: Hamrick

ENVIRONMENTAL CLUB: Open to all interested and dedicated students. Environmental Club's purpose is to inform students about environmental issues, collect plastic and paper for recycling, and use posters/events to promote recycling.

Advisor: Peterson

EXTRA SPECIAL PEOPLE (ESP) CLUB:

- Advisor: Seagraves

FCA: Is the Fellowship of Christian Athletes and is a campus group for coaches and students where Bible study, prayer support, discipleship and outreach opportunities can be experienced.

- Advisors: Butler

FCCLA: See CTAE Student Organizations

- Advisors: B. Curtis

FFA: See CTAE Student Organizations

- Advisors: Story/Lawrence

FRENCH CLUB: Students who are currently in a French class or registered for a French class may participate.

- Advisor: Hoppe

HOMECOMING COMMITTEE: Committee responsible for planning homecoming activities.

- Advisors: McConnell

HOSA: See CTAE Student Organizations

Advisor: Chandler

INTERNATIONAL CLUB: Goals are to enhance Spanish language skills and cultural awareness through club activities (monthly meetings, fundraisers, restaurant tours and a field trip to St. Augustine, Florida). Membership requirements are one year of Spanish and/or enrollment in a Spanish language course, participation and annual dues.

- Advisors: Heaven

INTERNATIONAL THESPIAN SOCIETY: The International Thespian Society, the honorary society for high school theatre students. Through involvement in the JCCHS Drama Club, better known as The Lofty Outside Inside The Box Players, students can participate in all drama productions and theatre events while earning their Induction Points.

- Advisor: Fisher

JROTC: Is a leadership and citizenship organization that provides students an opportunity to be better citizens. It has no affiliation with the military for students and no obligation for students to join the military. Activities include: Color Guard, Honor Guard, Rifle Team, Saber Team, Drill Team and Raider Team

activities membership restricted to JROTC students; practices after school on interscholastic competition and drills.

- Advisors: Farr

KEY CLUB: Key Club is the oldest and largest service program for high school students. It promotes leadership through serving and is a member of the Kiwanis International family.

- Advisors: A. Powers

MOUNTAIN BIKE TEAM: Opened to all students (9-12) and Governed by the Georgia Interscholastic Cycling League (GICL). Students can, but not required, compete in various races from September-November. Practice rides/events commence in April-August, which include bike checks, skill development, and club outings. Team fees are required to be an active participant as well as a proper mountain bike and helmet. "Department Store" bicycles are not considered appropriate for this type of activity. There are no tryouts.

- Advisor: Taylor

NATIONAL FRENCH HONOR SOCIETY: Membership is available to students who are enrolled in French II or French III and who meet established national academic requirements.

- Advisor: Hoppe

NATIONAL ART HONOR SOCIETY: National Art Honor Society supports the needs of artistically gifted school-age young people. NAHS provides opportunities for young artists to share their abilities through exhibitions, art-related community service, and leadership, while fostering knowledge of career opportunities and scholarships in the visual arts field. Open to 10th-12th grade students at JCCHS who meet specific academic requirements. Activities include the same as art club, as well as the NAHS State Convention and Induction Ceremony.

- Advisor: Colley

NATIONAL HONOR SOCIETY: A leadership and service organization open to sophomores, juniors, and seniors. Requirements to join the National Honor Society are to have and maintain a 95 average, exemplary conduct (i.e. no discipline referrals) and participation in mandatory service projects/activities.

- Advisor: Hamrick

ODYSSEY OF THE MIND: An international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and World level. Thousands of teams from throughout the U.S. and from about 25 other countries participate in the program.

- Advisor: Parker/Nichols

PROM COMMITTEE: A committee of juniors who are responsible for planning the senior prom throughout spring semester. The committee decides on the theme and decorations in addition to handling ticket sales & setting up for prom.

- Advisors: Koenig

SCIENCE OLYMPIAD: is a competition in which high school students compete in events pertaining to various scientific disciplines, including earth science, biology, chemistry, physics, medicine, and engineering.

Requirements - Interest in science, paying membership dues

- Advisor: Oakley

SKILLS USA: See CTAE Student Organizations

- Advisor: Wilbanks

SPANISH HONOR SOCIETY: A national organization that honors academic excellence in Spanish classes. Students must receive an "A" in two years of Spanish classes and at least 3.0 GPA in other classes. Membership dues are \$20.00.

- Advisors: Read

STUDENT COUNCIL: Student Council is a representative structure for students, through which they can become involved in the affairs of the school, working in partnership with teachers, staff, and parents.

- Advisors: Fleming

TRI-M: The Tri-M Music Honor Society is an international music honor society designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership.

- Advisor: Golding/Tinnell

YEARBOOK: Prerequisites include Word Processing or Computer Applications and Desktop Publishing.

- Advisor: Golden

CTAE STUDENT ORGANIZATIONS

Vocational Director: Mr. Todd Shultz

- **FBLA:** Future Business Leaders of America is a nonprofit educational association for middle school, high school, and collegiate students who are interested in learning more about the free enterprise system. FBLA is a nationally recognized club in the United States of America. The purpose of FBLA is to prepare members for careers in business and to assist them by becoming better employees and citizens. FBLA helps students develop leadership abilities, prepares them for entry into a business-related occupations, and offers a setting where members compete at regional, state and national levels in business and technology curriculum.
- **FCCLA:** Family, Career and Community Leaders of America is a national organization that helps students become leaders and address important personal, family, work, and societal issues through Family and Consumer Science education. It is open to all students in grades 9-12. FCCLA members do not have to be currently enrolled in a FACS class.
- **FFA:** FFA is open to all agriculture students and allows students to compete at the local, state and national level.
- **GEORGIA FIRST ROBOTICS**
- **HOSA:** It is open to students who are or have been enrolled in a HSTE program.
- **NATIONAL TECHNICAL HONOR SOCIETY:** A national honor society for students who excel in academic and career/technical courses and who are actively involved in student government, career/technical student organizations, civic, and/or service organization(s).
- **SKILLS USA:** A career/technical student organization that provides quality education experiences for students in leadership, teamwork, citizenship and character development. Skills USA also promotes understanding of the free enterprise system and involvement in community service activities. Students will have the opportunity to compete regionally, statewide, and nationally.
- **WORK-BASED LEARNING:** Is a program designed for students with a definitive career goal who leave school to apprentice at a work site. The WBL coordinator can assist students with job placement within the local community or students may find an approved work site on their own. WBL is limited to juniors and seniors. Any student interested in participating in WBL needs to see the WBL coordinator for an application.

FINE ARTS

- **BANDS:** Director: Golding/Tinnell
 - COLOR GUARD
 - INTERMEDIATE BAND
 - ADVANCED BAND
 - MASTERY BAND
- **CHORUS:** Director: Bunn
 - BEGINNING CHORUS
 - ADVANCED CHORUS

ADDITIONAL NOTICES FOR PARENTS AND STUDENTS

AMERICANS WITH DISABILITIES ACT

Students with physical impairments who require assistance should contact the school at (706)367-5003.

BULLYING PROHIBITED

The Jackson County Board of Education believes that all students can learn better in a safe environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is applied in Georgia law, of a student by another student is strictly prohibited. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing, panel, or other tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

COMPLAINTS AND GRIEVANCES

The Jackson County School System does not discriminate in admission or access to, or treatment, or employment in its programs and activities, on the basis of sex, race, color, age, disability, religion or national origin. The Jackson County Board of Education assures student grievance rights through a formal student complaint process. The Assistant Principal for Instruction will investigate any issue related to instruction and/or grading and attempt to resolve the problem. The Assistant Principal will investigate any issue relative to student transportation and/or student discipline and attempt to resolve the problem. Extracurricular athletic complaints should be referred to the Athletic Director who will investigate any athletic complaint and attempt to resolve the problem. Extracurricular club and fine arts participation complaints should also be referred to the Athletic Director who will investigate and attempt to resolve the problem. Issues not resolved by the Assistant Principal for Instruction, the Assistant Principal or the Athletic Director's level of authority can be appealed to the Principal, and ultimately to the Superintendent. The system coordinator should be contacted for issues relative to Title II, VI, IX and Section 504/ADA. The system coordinator can be reached at the Board of Education office (706-367-5151). The high school administrators can be reached at 706-367-5003.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

P.L.93-380

Jackson County Comprehensive High School abides by the rules established by the Family Educational Rights and Privacy Act of the United

States. Educational records are not disclosed to others without prior consent of the student (if 18 or older) or by a parent/guardian of the student except for the following:

- Prior consent is not required when educational records are sent to officials of another school in which the student seeks or intends to enroll.
- Prior consent is not required to release the following directory information: Student's name, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, graduation status, awards received, and the most previous educational agency or institution attended by the student. If a parent or student who has reached age 18 wishes to have prior consent required for the release of the directory information listed in part 2 above, the parent or student who has reached age 18 must make that request in writing and submit it to the counseling office.

GENDER EQUITY NONDISCRIMINATION NOTICE

State law prohibits discrimination based on gender in its elementary and secondary athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Jackson County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Jason Wester, 1668 Winder Highway, Jefferson, Georgia 30549, 706-367-5003. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

NON-DISCRIMINATION NOTICE

The Jackson County School System does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Complaints regarding alleged discrimination can be processed according to guidelines, available in the office of the Principal or with the system Personnel Director.

THREATS OF VIOLENCE

It is the policy of the Jackson County Board of Education to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life or safety of students and/or staff will be regarded and treated seriously.

Any student who receives information concerning such a threat should immediately report that information to a school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

WEAPONS NOTICE

It is unlawful for any person to carry, possess or have under their control any weapon at a school building, school function, on school property or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or weapon designed or intended to propel a missile of any kind, any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind. Refer to the Jackson County Schools Code of Conduct for additional information.

HIGH SCHOOL GRADUATION INFORMATION

GRADUATION REQUIREMENTS

The Georgia State Board of Education and the Jackson County Board of Education have established core curriculum that must be completed for graduation. Graduation requirements are outlined in the Program of Study and are posted on the school website. Seniors are required to pay a graduation fee for diplomas, diploma covers, graduation programs, and other associated expenses.