

**Jefferson Middle School**

100 Dragon Drive  
Jefferson, GA 30549

**Student Handbook**

2009 - 2010



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**This agenda belongs to:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_

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## SCHOOL CALENDAR

### School Calendar – Policy AEA

The school calendar provides days of attendance for students, days of professional learning and organizational meetings for teachers and administrators, holidays and vacation periods, and other schedules of importance to the staff, students, and the public.

New Teacher System Orientation	Friday	July 24
Teacher Pre-Planning	Monday-Friday	July 27-31
Open House/Registration	Thursday	July 30
<b>First Day of School</b>	<b>Monday</b>	<b>August 3</b>
Fall School Pictures	Friday	August 14
ITBS Testing: 6 <sup>th</sup> Grade	Monday-Friday	August 17-21
Progress Reports	Thursday	August 20
Labor Day Holiday	Monday	September 7
Progress Reports	Thursday	September 10
1 <sup>st</sup> Quarter Exams: 7 <sup>th</sup> & 8 <sup>th</sup> Grades	Wednesday-Thursday	September 30-Oct. 1
Teacher In-Service	Friday	October 2
Fall Break	Monday-Friday	October 5-9
Report Cards	Thursday	October 15
Progress Reports	Thursday	October 29
Progress Reports	Thursday	November 19
Thanksgiving Holidays	Wednesday-Friday	November 25-27
Early Release Dates/1 <sup>st</sup> Semester Exams: 7 <sup>th</sup> & 8 <sup>th</sup> Grades	Thursday-Friday	December 17-18
Winter Holidays	Monday-Monday	Dec. 21-Jan. 4
Teacher In-Service	Monday	January 4
<b>Resume School (1<sup>st</sup> Day of Second Semester)</b>	<b>Tuesday</b>	<b>January 5</b>
Report Cards	Thursday	January 7
MLK Holiday	Monday	January 18
Grades 6 & 7 Supplementary Writing Assessment	Wednesday	January 20
Grade 8 Writing Assessment	Wednesday	January 20
Grade 8 Writing Assessment Make-Up Administration	Thursday	January 21
Progress Reports	Thursday	February 11
Mid-Winter Holiday	Monday-Tuesday	February 15-16
3 <sup>rd</sup> Quarter Exams: 7 <sup>th</sup> & 8 <sup>th</sup> Grade	Wednesday-Thursday	March 10-11
Report Cards	Thursday	March 18
Teacher In-Service/Snow Make-Up	Friday	March 26
Spring Holidays	Monday-Friday	March 29-April 2
Progress Reports	Thursday	April 8
CRCT Testing: 6 <sup>th</sup> -8 <sup>th</sup> Grades	Monday-Friday	April 26-30
Progress Reports	Thursday	April 29
CRCT Testing: Make-Ups	Monday-Thursday	May 3-6
2 <sup>nd</sup> Semester Exams: 7 <sup>th</sup> & 8 <sup>th</sup> Grade	Wednesday-Thursday	May 19-20
8 <sup>th</sup> Grade Honor's Program	Thursday	May 20
<b>Last Day of School/6<sup>th</sup> and 7<sup>th</sup> Grade Honor's Program</b>	<b>Friday</b>	<b>May 21</b>
Teacher Post-Planning	Monday-Wednesday	May 24-26

## JEFFERSON CITY SCHOOLS' LEADERSHIP

### JCS Board of Education Members

Mr. Ronnie Hopkins, Chairman; Ms. Guy Dean Benson; Mr. Derrell Crowe;  
Mr. Willie Hughey; Ms. Angela McKinney, Mr. Damon Wilbanks

### JCS Central Office Personnel

Dr. John Jackson, Superintendent  
Dr. Donna McMullan, Associate Superintendent  
Dr. April Howard, Director of Middle and Secondary Instruction  
Dr. Angela Vinson, Special Education Director  
Dr. Joe Tiller, School Psychologist  
Dr. Sherrie Gibney-Sherman, Charter Schools – System Representative

### JCS Principals

Ms. Diane Oliver (JES), Ms. DeMaris Gurley (JA),  
Mr. Howard McGlennen (JMS), Dr. Kevin Smith (JHS)

### JCS Assistant Principals

Ms. Allison Wheaton (JES), Ms. Kelli Potts (JA),  
Ms. Brandy Corbett (JMS), Mr. Troy Kasting (JHS),  
Mr. Tom Parker (JHS)

### Instructional Lead Teachers and Academic Coaches

Ms. Pam Martin (JES), Ms. Kristin Holloway (JA),  
Ms. Jennifer Bray (JMS – Language Arts ILT), Ms. Carla Fowler (JMS – Math ILT)

## JEFFERSON MIDDLE SCHOOL

### Principal's Message

As the principal of Jefferson Middle School, I want to welcome all of our students to the 2009-2010 school year. A key to your success this year will be to get involved in the various aspects of our school culture through our academic programs and the many extra-curricular activities provided by the staff at JMS. I trust that you will have a very successful school year.

### Mission Statement

Our mission is to graduate fully functioning adults.

### Belief Statements

1. We commit to providing learning environments that are physically and emotionally safe.
2. We commit to assisting students to become independent and critical thinkers.
3. We commit to empowering students with responsibility and self-respect to make positive choices.
4. We commit to exposing students to differentiated learning experiences.
5. We commit to using a variety of assessments to guide instruction.
6. We commit to communicating with our stakeholders: students, staff, parents, and the community.

## FACULTY AND STAFF

### Jefferson Middle School Support Staff

Annette Beckwith	School Counselor
Jennifer Bray	Teacher and Language Arts ILT
Carla Fowler	Teacher and Math ILT
Lindy Pals	Media Specialist
Jim Synan	School Counselor

### 6<sup>th</sup> Grade Teachers

Janie Sirmans – Language Arts	Terry Wood – Language Arts
Emily Westphal – Math	Penny Cain – Math
Candace Simmons – Science	Janill Stephenson – Science
Sherri Butler – Social Studies	Jason Conner – Social Studies
Walt Maraccini – Language Arts/Math	Kristy Park – LanguageArts/Math

### 7<sup>th</sup> Grade Teachers

Rebecca Summerour – Language Arts	Emily Dennis – Language Arts
Dave Cuddy – Math	Robin O'Neal – Math
Dana Simmons – Science	Jennifer McAuley – Science
Chris Corkery – Social Studies	Tim Nichols – Social Studies
Lori Alexander – Language Arts	Cedric Johnson – Science

### 8<sup>th</sup> Grade Teachers

Cathy Carter – Language Arts	Christy Potts – Language Arts
Carla Fowler/Joanne Songer – Math	Lee Roper – Math
Jackie Thurmond – Science	Jonathan Breedlove – Science
Brad Puckett – Social Studies	Elaine Murphy – Social Studies
Sabrina Webster – Language Arts	Todd Samples – Math

### Connection Teachers

Macle Carreno	Spanish
Chad Cheatham	Personal Fitness/Weight Training
Jon Cotton	Band
Andy Fowler	Physical Education
Melanie Stoudenmire	Language Arts Coaching
Ron Hopkins	Health/Keyboarding
Shana Norton	Art
Lindsay Patten	Chorus
Carol Ann Knight	Math Coaching

### Other Certified Staff

Matt Stephenson	Interrelated Teacher
Beverly Keen and Brenda Smith	In-School Suspension

### Support Personnel

Tamara Philabaum	Media Center Paraprofessional
Marvista Weaver	Interrelated Paraprofessional
Leveda Daniel	6 <sup>th</sup> Grade Paraprofessional
Brooke Vaughn	6 <sup>th</sup> Grade Paraprofessional

Shannon Dupree	7 <sup>th</sup> Grade Paraprofessional
Greg Maxwell	7 <sup>th</sup> Grade Paraprofessional
Jesse Fowler	8 <sup>th</sup> Grade Paraprofessional
Katie Sellars	8 <sup>th</sup> Grade Paraprofessional

**Clerical Staff**

Lisa Ramers	Secretary
Kim Legg	Bookkeeper
Jackie Keith	Registrar/ Attendance Clerk
Diane Wills	Cafeteria Manager
Lani McMillan	School Nurse

**Custodial Staff**

Joan Turner – Head Custodian  
 Totie Daniel  
 Charley Herringdine  
 Nelson Shumake

**SCHOOL DAY, ARRIVAL, AND DISMISSAL**

**School Day**

The school day for each of the four schools in the Jefferson City School System is as follows:

Jefferson Elementary	7:40 A.M.-2:30 P.M.
Jefferson Academy	7:30 A.M.-2:45 P.M.
<b>Jefferson Middle School</b>	<b>7:50 A.M.-3:05 P.M.</b>
Jefferson High School	8:00 A.M.-2:50 P.M.

**Arrival**

Early morning supervision for JMS students will be provided in the cafeteria beginning at 7:00 A.M. Students may only enter the building through the main doors of the school or through the sixth grade hallway and should report directly to the cafeteria. At 7:15, seventh and eighth grade students will be dismissed from the cafeteria to their respective hallways. At 7: 25, sixth grade students will report to their hallway. Breakfast will begin at 7:25. The school day will begin at 7:50; however, students are to be in their homeroom class for video announcements at 7:45.

**Dismissal**

Students will be dismissed from school at 3:05 P.M. Students riding the bus will report directly to the back of the school. Walkers may leave after the bell rings, and car riders must report to the front or back of the school to wait on their ride to arrive.

All students, except those participating in extracurricular activities or tutorial sessions should be out of the building by 3:20 P.M.

Any student still present in the building after 3:20 will be asked to report to the cafeteria where silent reading or homework will be required. There will be no supervision provided by the staff at JMS after 4:00 P.M. each day.

## ENROLLMENT AND WITHDRAWAL

### Compulsory Attendance Ages – Policy JBA

Every parent, guardian or other person residing in Georgia is required either to enroll and send children in their care and charge between the ages six (6) and 16 to a public or private school or to provide a home study program for these children who meet the requirements set forth in 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 16 enrolled in public schools in the district are attending same 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. For more information concerning Compulsory Attendance Ages (JBA) and Entrance Age (JBB), refer to the Jefferson City Schools' Board Policies.

### Admission Requirements – Policies JBC(3), JBCD, and JGCB

The parent or guardian, or other person, must provide the following documents when enrolling a student in the Jefferson City School System:

1. A certified copy of the enrolling student's birth certificate;
2. An updated certificate of immunization (DHR form 3231), from a licensed physician (O.C.G.A. 20-2-771);
3. A copy of the student'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).  
Please note: 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);
4. Proof of residency document (utility bill: electrical or water in the name of the parent/guardian with whom the student resides);
5. Withdrawal form and academic records from the last school attended.

Please note:

- 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. Parents 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 former school.
- Parents of twins or other multiples may request same classroom placement if at the same grade level, at the same school, and if the students meet class eligibility requirements. However, the request must come no later before the first day of school. Students new to the Jefferson City School System who register after the school year begins must make the request within the first five days of enrollment.

### Student Inoculation – Policy JGCB

No child shall be admitted to Jefferson City Schools unless such child has been immunized against 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. Failure to provide a birth certificate and the listed health documents could result in the student's removal from school.

### **Non-resident Students – Policy JBCB**

The Jefferson City 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.

At present, Jefferson Elementary School and Jefferson Academy meet the enrollment requirements for a based-sized school. However, Jefferson Middle School and Jefferson High School do not meet enrollment requirements. Thus, non-resident students enrolled in a Jefferson City School that meets the requirement for a based-sized school as defined by the Georgia Department of Education are required to pay tuition as determined annually by the Jefferson City Board of Education. Annual tuition is due upon acceptance and prior to the beginning of school each year.

Please note:

- Transportation for non-resident students will be the responsibility of the parent(s)/ legal guardian(s).
- When a student’s parent(s)/ legal guardian(s) relocate from a City of Jefferson address to an out-of-district residency, that student must comply with Policy JBCB once non-residency has been established. It is the responsibility of the parent(s)/ legal guardian(s) to immediately complete an application for admission of a non-resident student(s) and contract of agreement. Failure to do so in a timely manner may result in your child being removed from the school roll.
- Non-resident students may be removed from the Jefferson City School System for any of the following reasons:
  1. Unacceptable behavior;
  2. Unacceptable attendance;
  3. Lack of effort and/or poor academic performance;
  4. Falsification and/or misrepresentation of information during application process; and
  5. Other good and sufficient cause.

### **Withdrawal of Students**

Please notify the school registrar and appropriate teacher(s) prior to withdrawing your student(s). All textbooks/library books must be returned and any outstanding account(s) must be settled. These include, but are not limited to, outstanding cafeteria charges, replacement costs for lost textbook(s), uniform(s), and/or library book(s).

Once the student enrolls in a new school, personnel from that school will send Jefferson Middle School a signed “Request for Records” form, which will enable JMS personnel to release school records. Any student withdrawing from the school system to enter a home study program must meet the requirements outlined in Jefferson City Schools’ Policy JBC (2).

## **ATTENDANCE INFORMATION**

### **Notification of Provisions of Georgia’s “Compulsory Student Attendance Law” O.C.G.A. 20-2-690.1**

The Jefferson City Board of Education and the State of Georgia believe that regular attendance at school is important to a child’s academic success. The law requires that all children between their sixth and sixteenth birthdays be enrolled in and regularly attend an approved educational program.

According to State Board of Education Rule 160-5-1-.10, Student Attendance, a student is considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five (5) unexcused absences during the school year. The responsibility for assuring compliance with the compulsory law resides with parents, guardians, and other persons having control or charge of school age children.

Failure to comply with the law is a misdemeanor punishable by 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. Each unexcused absence after five (5) for the year is a separate criminal offense, and the penalties described above will apply independently to each such offense.

In accordance with O.C.G.A. 40-5-22, a student between the ages of 14 and 17 who has more than 10 school days of unexcused absences in any semester or combination of two consecutive quarters will be subject to denial or suspension of his/her instruction permit or driver's license.

(In accordance with 20-2-690.1, any student, age 10 or older as of September 1, must sign acknowledging receipt of information related to student attendance. This form should be completed during the registration process.)

#### **School Year – Policies AE and JBD**

The Jefferson City Board of Education believes that maximum learning occurs only when students attend class regularly. Research and experience have shown that students with good attendance records are more likely to have higher grades, present fewer discipline problems, have a more positive attitude toward school and learning, and form good habits.

The annual school calendar allows for 180 days of instruction. We encourage students to be in school and to be on time. Students who leave school before 11:30 A.M. or arrive after 11:30 A.M. will be considered absent for that school day.

#### **Attendance Rules and Procedures**

Prompt and regular attendance has a direct effect on student achievement. Please be aware that there are many complications for students who arrive late to their classroom. These students lose the opportunity to get organized and settled prior to instruction. This makes for a stressful start to the day. Further, students who are tardy miss valuable initial instruction. A late entry also interrupts the instructional focus of other students.

#### **Excuses**

Students who are absent all day or part of the day must report to the attendance clerk's office upon returning to school the day following the absence. Please remember that students who leave school before 11:30 A.M. or arrive after 11:30 A.M. will be considered absent for that school day. Parents and/or students must bring a signed note from a parent, guardian, doctor, or governmental agency in order for the absence to be excused.

On the school day following the absence, a parent/legal guardian must send a note including the following information:

1. The student's name;
2. The date(s) of the absence(s);
3. The specific reason for the absence; and
4. Parent, guardian, doctor, or governmental agency signature.

This note should be presented to Ms. Keith in the registrar's office prior to the beginning of the school day.

Following an absence or absences:

- Students will have five (5) school days to bring in the necessary documentation to have the absence excused.

- In instances when no excuse is provided within five (5) school days, such absences can be unexcused. Students will then be issued a note that will serve as their “admission to class” slip.
- It is the responsibility of the student to ensure that all of his/her teachers have read the excuse provided by the front office.

This absence will be classified “excused” only if covered by one of the following areas as defined by Georgia Law:

1. Personal illness or attendance in school that endangers the student’s health or the health of others;
2. Death or serious illness in the immediate family;
3. Student under orders of a Governmental Agency (armed forces exam, court appearance, etc.);
4. Recognized religious holidays;
5. Conditions rendering school attendance impossible or hazardous to students’ safety or health;
6. A period of absence not to exceed one day will be allowed for registering to vote or voting in a public election; and/or
7. A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty 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 (5) school days per school year to visit with his/her parent prior to such parent’s deployment or during such parent’s leave.

Students who are serving as pages of the Georgia General Assembly shall be counted present.

The above criteria for excusing absences will be applied to all-day/part-day absences, tardies to school, and early dismissal from school.

#### **Pre-Approved Absences**

Consideration for pre-arranged absences should be submitted five (5) school days prior to the expected absence(s). All requests should be submitted in writing on a Pre-Approved Absence Form that can be obtained from the attendance clerk’s office or the JMS website. Current and past attendance history to include tardies and early checkouts, duration of the absence, and other factors will be considered in the decision making process.

Please note: Any tests or exams taken during the pre-approved absences must be administered upon the student’s return to school.

#### **Attendance Procedures**

Attendance will be tracked throughout the school year. The following procedures will be among those used to build a greater awareness of accumulating absences: periodic calls **and/or visits** made by the student’s teacher, attendance committee members, assistant principal, and/or the Jefferson City Schools’ visiting teacher.

A student shall be considered truant when he/she is subject to the compulsory attendance law and has accumulated more than five (5) days of unexcused absences during the school year. The following progression of steps will be followed in response to student absences:

1. First-class letter after three (3) unexcused absences;
2. Certified letter from Jefferson City Schools’ visiting teacher for five (5) unexcused absences after two (2) reasonable attempts to contact the student’s parent/guardian;
3. Attendance conference with Jefferson City Schools’ visiting teacher and attendance committee member(s) at seven (7) absences, excused and/or unexcused;

4. Referral to the Jackson County Student Attendance Review Board or, if the circumstances warrant, directly to the court(s) after seven (7) unexcused absences.
5. Attendance conference with Jefferson City Schools' visiting teacher and attendance committee member(s) may be held for excessive excused absences, tardies, and/or early checkouts.

Please note: All absences become part of the student's permanent record. Students enrolled in Jefferson Elementary, Jefferson Academy, or Jefferson Middle School who are not in attendance a minimum of 166 days of the 180 day school year will be considered for retention. Please refer to JCS Policy JBD for additional information.

Our school calendar allows many opportunities for long weekend outings and extended vacations throughout the school year: Labor Day weekend, Fall Break in October, Thanksgiving Holidays, Winter Holidays, MLK Holiday in January, Mid-Winter Holiday in February, Spring Holidays, and Summer Break. Please review the school calendar provided in the student agenda carefully and plan accordingly in support of regular attendance.

#### **Assignments Missed When Absent**

It is the student's responsibility to meet with his/her teacher(s) upon returning to class from an absence to discuss make-up work. Failure to do so may result in zeros being assigned for the missed work.

After a student is absent for two consecutive school days, contact may be made with the front office for assistance in obtaining any make-up work or missed assignments.

#### **Punctuality**

Punctuality is a vital skill that is highly promoted at Jefferson Middle School. It is essential to every student's present and future success. Students should be in their first period classroom no later than 7:50 each morning. Students entering the classroom after 7:50 will be marked tardy.

Students who are late arriving to school must report to the attendance clerk's office to sign-in and obtain an "admission to class" slip. Students will not be allowed to enter their first period class without an "admission to class" slip.

After 8:45 A.M., students will report to the front office to sign-in and sign-out.

Each academic team will set consequences for excused and unexcused tardies. Tardies will be tracked throughout the school year. Consequences may include, but are not limited to, the following: break detention, silent lunch, service-after-school, parent conferences, and/or in-school suspension.

The following provisions will be among those used to reduce tardies: telephone calls; first-class letters; certified letters; referral to the Attendance Committee and/or the Jefferson City Schools' visiting teacher.

#### **Early Check Outs**

Please avoid early checkouts except when absolutely necessary. Student leaving before the end of the day miss valuable instructional delivery. We respectfully request that early checkouts be reserved for emergencies and/or medical/dental appointments that cannot be scheduled during after-school hours or on school holidays. Whenever a student is called from the classroom for early pick-up, instruction is interrupted for all students. Please help us provide your child every advantage for success in school by supporting our efforts.

Any student needing to leave campus during the school day must check out in the middle school office prior to leaving school. Parents are encouraged to check out students only between class periods.

Contact with a parent/guardian will be required before a student is released. Students leaving without formally checking out through the front office are considered truant and in violation

of the student attendance policy. If a student becomes ill during the school day, he/she must notify a school official.

Students are not allowed to leave the school campus prior to dismissal without the permission of a parent, guardian, or other 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 person (as defined by O.C.G.A. 20-2-690.1) must come to the front office to complete the sign-out process. Students will only be allowed to leave with adults who have been authorized to check out an individual student. Please be prepared to provide personal identification if requested. Checkouts will be denied to those individuals not listed on the student's "Early Dismissal Authorization" form completed during the registration process.

If a student is planning to be checked out of school, he/she should take his/her note to the middle school office at the start of the school day. Notes should include the following:

1. The student's name;
2. The date and time the student is to leave campus;
3. The specific reason for the check-out; and
4. Parent/guardian signature.

If a student is planning to be checked out of school by someone other than his/her parent, then the note should include with whom the student will be leaving. It is the student's responsibility to ensure the middle school office receives the check-out note.

Early checkouts will be tracked throughout the school year. The following procedures will be among those used to reduce early checkouts: telephone calls; first-class letters; certified letters; referral to the Attendance Committee and/or the Jefferson City Schools' visiting teachers.

Notification of a student's change in transportation should be made prior to 1:00 P.M. to avoid a breakdown of communication and to avoid jeopardizing the safety of students.

## CURRICULUM AND INSTRUCTION

### Curriculum – Policy IC

The curriculum taught in Jefferson City Schools is the Georgia Board of Education adopted uniformly sequenced core curriculum Basic Curriculum Content. The Jefferson City School System's curriculum is in alignment with the Georgia Department of Education's implementation schedule for the transition from the Quality Core Curriculum (QCC) to the Georgia Performance Standards (GPS). For more information, refer to the parent resource link available at [www.gadoe.org](http://www.gadoe.org).

### Board Adopted Texts

Textbooks are supplied through state and local funding and are issued to all students. These books are loaned to the student and should be treated as borrowed property. If a textbook is lost or damaged, the student must make payment in accordance with the State Department of Education price list. In addition, the Board of Education provides funds for instructional materials to include library books, technology resources, and other teaching aids to help teachers carry out the instructional program. Board-approved textbooks for each content area are listed below:

Reading and Language Arts	Prentice Hall/McDougal Littell
Mathematics	Connected Mathematics 2
Science	Glencoe
Social Studies	Holt

### Highly Qualified Teachers and Paraprofessionals

In compliance with the requirements of the No Child Left Behind statute, Jefferson City Schools informs parents that you may request information about the professional

qualifications of your student’s teacher(s) and/or paraprofessional(s). The following information may be requested from Mr. McGlennen:

- Whether the teacher has met the Georgia Professional Standards Commission’s requirements for certification for the grade level and subject area(s) in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

#### **Connection Courses**

Jefferson Middle School offers connection courses to supplement academic instruction. Students have an opportunity to participate in up to four (4) courses per year in addition to the four (4) core content classes. These courses include: Art, Band, Chorus (7<sup>th</sup> and 8<sup>th</sup>)/Music Appreciation (6<sup>th</sup>), Health, Keyboarding, Math and Language Arts Coaching, Physical Education, Spanish, and Weight Training/Personal Fitness.

#### **Georgia’s Assessment Program**

Test	Linked To	Purpose	Type	Grades Administered	Date Administered
IOWA Test of Basic Skills (ITBS)	Typical National Curriculum	To obtain a state and national comparison	Norm-Referenced Test	Grades 3 and 6	August 17-21
Georgia Writing Assessment	GPS	To improve reading and writing	Criterion-Referenced Test	Grades 3, 5, and 8	8 <sup>th</sup> – January 20; 3 <sup>rd</sup> & 5 <sup>th</sup> – March
Criterion-Referenced Competency Test (CRCT)	GPS	To measure student attainment of state curriculum	Criterion-Referenced Test	Grades 1-8: Reading, LA, Math Grades 3-8: Science & SS	April 26-30

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

English to Speakers of Other Languages (ESOL) is a state funded instructional program for eligible English Language Learners (ELL) in grades K-12. The program is designed to provide instructional support to eligible students within a standards based curriculum, which emphasizes language proficiency.

#### **Gifted Program – Policy IDDD**

A gifted student is a student who 1) 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 2) who needs special instruction and/or ancillary services to achieve at levels commensurate with his/her abilities.

Initial Eligibility for Testing Consideration:

- To be eligible for gifted education services, a student must either:
  - Score at the 99<sup>th</sup> percentile (for grades K-2) or the 96<sup>th</sup> percentile (for grades 3-12) on the composite or full scale score of a standardized test of mental ability and meet one of the achievement criteria described in State Board Rule 160-4-2-38.
  - Qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity, and motivation.

- To be eligible for gifted services, a student must meet the criterion score on a nationally-normed test and either has observational data collected on his/her performance or produce a superior product as outlined in State Board of Educational Rule 160-4-2.38. Information shall be collected in each of the four data categories for all students referred for gifted program evaluation. Any data used in one area to establish a student's eligibility shall not be used in any other data category.
- Any test score used to establish eligibility shall be current within two-calendar years.

The testing window for 2009-2010 is as follows:

- New JCS Students: End of August through the month of September
- Returning JCS Students: January – February
- All referred students must be submitted and approved by the Gifted Eligibility Committee before testing will occur.

For additional information, refer to State Board of Education Rule 160-4-2-.38.

#### **Homebound Instructional Programs – Policy IDDC**

Jefferson City Schools will provide hospital/homebound instruction to students, including students with disabilities, who meet the following eligibility requirements:

1. Receipt of a medical form stating that the student will be absent a minimum of ten (10) consecutive school days; or, that the student has a chronic health condition causing him/her to be absent for intermittent times during the school year.
2. A statement that the student is physically unable to participate in instruction; and
3. A signature of a physician licensed by the appropriate state agency or board.

For additional information, refer to the Jefferson City Schools' Board Policy IDDC.

Once the referral form is completed and returned to the school system, a certified teacher will pick up the student's assignments from the school and schedule a time to work with the student. When students are served in the hospital/homebound program, they will be counted as present, just as if they were at school. Parents/guardians who would like for their child to be served by this program should contact the school for a referral as soon as the student's illness is diagnosed.

#### **Learning Lab**

JMS will offer free tutorial services to be held throughout the school year from 7:10 A.M. to 7:40 A.M. on Tuesday and Thursday of each week. Ms. Carol Ann Knight and Ms. Melanie Stoudenmire will be available in their classrooms to assist students with assignments, projects, etc. We encourage students who need academic assistance to take advantage of this wonderful opportunity.

#### **Migrant Education**

The Migrant Education Program (MEP) 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 for migratory children to help reduce the educational disruptions and other problems that result from repeated moves. These programs are always supplemental in nature, and can be academic and/or social in focus.

#### **Sex Education – Policy IDBA**

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

### **Special Education – Policy IDDF**

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

Prior to a referral to Special Education Programs, the Jefferson City School System is implementing a Pyramid of Intervention (POI) program in support of improving student achievement for all learners. The Student Support Team (SST) process is included in one of the final tiers of this intervention pyramid. The SST process is a combined effort of system personnel to address the individual needs of students at the school level. Parents are invited to attend all SST meetings. The SST may refer students for additional academic screening and possibly a full psychological assessment. The results of the psychological assessment will determine eligibility for special educational services. For more information regarding the Pyramid of Interventions and Student Support Team Process refer to Jefferson City Schools’ Policy IGB or contact Dr. Joe Tiller at 706-367-2882.

### **Title I Program**

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

#### Student Eligibility as determined by Multiple Selection Criteria

The Title I Targeted Assistance Program for grades three - eight at Jefferson Academy and Jefferson Middle School is based on multiple criteria that may include, but are not limited to, the annual State CRCT test scores.

#### Parent Involvement in Education (Board Policy LEBA)

Parent involvement is an important component in a student’s success in school. The board encourages parents to become involved in their child’s education to ensure the child’s academic success. The board will:

- 1) involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement.
- 2) provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- 3) build the schools’ and parents’ capacity for strong parent involvement;
- 4) coordinate and integrate parent involvement strategies under Title I with other programs, including those listed under 20 U.S.C. 6318(a)(2)(D).
- 5) conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
- 6) involve parents in Title I activities.

The board will review this policy annually. The superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the superintendent to develop administrative regulations regarding the policy.

Examples:

- Each school year, stakeholders will have the opportunity to review and sign the school compact as a pledge of student support.
- Additional parent involvement opportunities are outlined on page 28 in this handbook. Each year parents will have the opportunity to indicate areas of interest on a Parent Involvement Survey.
- For parent ease and accessibility, a parent resource center is provided in the Jefferson Academy and Jefferson Middle School media centers. Resources may be checked out by parents, guardians, or other persons anytime during the school day.
- School committees, content surveys, and parent conferences provide parents with avenues for input and evaluation.

**GRADING POLICIES**

**Communication of Progress – Policy IHA**

Teacher-parent communication is essential to optimizing the learning process for students. Parents will receive progress reports every three weeks, and report cards quarterly to provide a summary of progress for each successive nine-week period. Progress reports and report cards will be distributed according to the information given in the School Calendar on page three (3) of the agenda.

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

**JMS Promotion and Retention Policy**

In order to be promoted to the next grade, a student must pass four out of five subjects for the school year (based on final yearly averages). These subjects include Language Arts, Mathematics, Science, Social Studies, and Connection Courses (the four connection class averages are calculated to obtain a semester and final yearly connection course average).

However, students in grade eight may not be promoted to the ninth grade if they do not meet state and system expectations on the Georgia Criterion-Referenced Competency Tests (CRCT) in the areas of reading and mathematics.

When a student does not meet state expectations in the above content areas in grades three, five, and eight, then the following shall occur:

1. Within ten (10) calendar days, excluding weekends and holidays, of receipt of the Criterion-Referenced Competency Tests individual student scores, the school principal or designee shall notify, in writing, by first-class mail, the parent/guardian of the student regarding the following information:
  - The student's below-grade-level performance on the Criterion-Referenced Competency Tests;
  - The specific retest(s) to be given to the student and testing date(s); the opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the CRCT; and
  - The possibility that the student might be retained at the same grade level for the next school year.
2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and
3. The student shall be retested with appropriate section(s) of the Criterion-Referenced Competency Test(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by State Board of Education and the Jefferson City School Board.

When an eighth grade student fails to meet state and system expectations in the area of reading and/or math and does not meet expectations on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year, except as otherwise provided for in the system policy.
2. The school principal or designee shall notify, in writing, by first-class mail, the parent/guardian of the student and the teacher(s) regarding the decision to retain the student.
  - The notice will describe the option of the parent/guardian or teacher to appeal the decision to retain the student;
  - The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent/guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee decision.
  - The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee, comprised of the parent/guardian, teacher(s), and principal or designee.
3. If the parent/guardian or teacher(s) appeal the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
  - The placement committee shall be comprised of the principal or designee, the student's parent/guardian, and the teacher(s) of the subject(s) of the CRCT or the alternative assessment instrument on which the student failed to perform at grade level.

#### **Grading Procedures**

Students in grades 6-8 are on a yearly grading system, with the final grades being calculated by averaging the four quarterly grades. The number of yearly classes passed determines promotion and retention. Quarter exams (9 weeks) for grades 7-8 may be counted up to 15% of a student's quarterly grade. The remainder of the student's grade is based upon the teachers' grading of tests, quizzes, homework, projects, etc.

The following grading scale will be used:

A (90-100)   B (80-89)   C (73-79)   D (70-72)   F (0-69)

#### **Academic Integrity**

Discipline for students cheating on daily academic work will be the responsibility of the classroom teacher. Students who cheat on a major exam, test, paper, or class project will be referred to an administrator for further disciplinary action. Parents will be contacted, and academic grades as well as academic honors, exemption, etc. will be impacted.

## **ATHLETIC ACTIVITIES**

#### **Athletic Activities**

Many students participate in the various Jefferson Middle School athletic programs offered throughout the year. These include cheerleading (fall and winter), cross-country (fall), football (7<sup>th</sup> and 8<sup>th</sup> grade-fall), softball (fall), volleyball (fall), basketball (winter), wrestling (winter), baseball (spring), golf (spring), track (spring), soccer (spring), and tennis (spring). Participation in athletics at Jefferson must be in accordance with the Georgia High School Association (GHSA) rules.

Based on local board policy, JMS is in full compliance with Georgia's "No Pass/No Play" policy. While 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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 the following:

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

## ELIGIBILITY

### Requirements for Participation

The number of classes passed per semester determines eligibility status. Students must pass four (4) out of five (5) classes (the average of the two connection classes) 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.

Students must be present in school for at least half of the day in order to participate in extracurricular activities on that day. If students do not attend school for at least half of the day, they will not be eligible to participate in school practices, competitions, dances, and/or other school sponsored activities. 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.

## BEHAVIOR

Please refer to Jefferson City Schools' Policies JCAB; JCAC; JCD; JCDA; JCDAB; JCDAC; JCDAD; JCDAE; JCDAF; and JDF for additional information.

### Student Code of Conduct

Students enrolled at Jefferson City Schools must comply with the system's code of conduct. The purpose of the Student Code of Conduct is to provide students an effective and safe learning environment. All parents/guardians and students may refer to the Jefferson City Schools' Code of Conduct as outlined in this agenda. Included in this section are prohibited behaviors and consequences for violations.

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he/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.

A teacher shall have the authority, consistent with Board policy, to manage his/her classroom, discipline students, and refer a student to the principal or his/her 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 of such student's classmates to learn, shall file a report of such behavior with the principal or designee.

According to Georgia Law Code Section 20-2-735, relating to adoption of policies by local boards to improve the student learning environment, the following is inserted into the school code of conduct: Parental involvement processes developed pursuant to this subpart shall be designed to create the expectation that parent(s)/guardian(s), teachers, and school administration will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about and actions in response to student behavior that detracts from the learning environment. The Student Code of

Conduct developed pursuant to the Code section shall encourage parents and 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.

**Behavior Code**

The rules, regulations, and policies of the school and the Board of Education will apply to students at school or on school property during school and off-school hours; off school grounds at any school activity, function or event; while traveling to and from such events; on vehicles provided for student transportation by the Board of Education; and at school 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.

**Violation of the following rules and regulations can result in suspension or expulsion.**

Depending on the frequency of the violation and the severity of the offenses, any of the following violations may result in a disciplinary hearing. Offenses include, but are not limited to the following:

Alcohol	Robbery	Weapons-Rifle/Shotgun
Arson	Sexual Battery	Disrespect/Insubordination
Battery	Sexual Harassment	Misbehavior on the School Bus
Burglary	Sex Offenses	Cheating
Computer Trespass	Threat/Intimidation	Inappropriate Behavior
Disorderly Conduct	Tobacco	Inappropriate Touching
Drugs	Trespassing	Misuse of Beeper/Cell Phone
Fighting	Vandalism	Skipping Activities/Leaving Campus
Larceny/Theft	Destruction	Taking Others' Property
Weapons-Other	Weapons-Knife	Weapons-Handgun
Motor Vehicle Theft	Kidnapping	Classroom Disruption/Talking
Bullying	Hitting/Pushing	Unexcused Absences/Tardies
Instigating a Fight	Dress Code Violation	Failure to Accept Discipline
Inciting, advising or counseling others to engage in prohibited acts	Use of Profanity	Willful Persistent Violations of the Student Code of Conduct
	Possession of medication	Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee towards a student (during school and off-school hours)

The following consequences for breaking rules listed in the Student Code of Conduct may include, but are not limited to:

Continuation of Incident	Opportunity Room	Detention
Supervised Clean-up	Loss of Privilege	In-School Suspension
Out-of-School Suspension	Expulsion	Bus Suspension
Alternative School	Court/Juvenile Referral	Other Discipline
Class Removal	Warning	Conference

**Authority of the Teacher – Policy JDF**

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.

Each teacher shall comply with the provisions of O.C.G.A. 20-02-0738, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn, where such behavior is in violation of the Student Code of Conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or

designee shall, within one school day after receiving such a report from a teacher, send a copy of the report to the parent(s). Parents may contact the related administrator by calling the school.

#### **Bullying – Georgia Code 20-2-751.4**

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. O.C.G.A. 20-2-751.4

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.

Ms. Beckwith, the school counselor, will meet with students at the beginning of the school year to discuss bullying offenses and explain the bullying procedures listed above.

#### **Bus Conduct – Policy JCDAD**

Students are under the control of the bus driver during the times they are being transported. Rules of conduct may be established by individual bus drivers. Any violation of these rules will subject the student to disciplinary measures by the appropriate school principal or designee. For more information, see Jefferson City Schools' Policy JCDAD and respective Georgia Code sections.

#### **Georgia Weapons Law – Policy JCDAE**

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law. No person shall carry, possess, or have under his/her control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school-sponsored function or activity, in any school vehicle or bus, or in a private vehicle parked on school property or on other public or private property in proximity to school property while attending school or a school-sponsored or school-related function. A school safety zone is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school, or the Board of Education and used for elementary or secondary education. Any person violating this statute will be reported to the appropriate authorities for prosecution. (For additional information relative to the definition of "weapon," refer to Jefferson City Schools' Policy JCDAE.)

#### **Gum Policy**

It is not permissible for students to chew gum while at Jefferson Middle School.

#### **Interrogations and Searches of Students – Policy JCAB**

##### **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.

##### **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 insures that students are not arbitrarily stripped of personal privacy. The principal of each school in the Jefferson City School System, or his/her authorized representative, possesses the authority to conduct inspections 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, secreted noise-makers, water guns, contraband drugs, a handgun, or other dangerous weapons.

Principals of each school where lockers are issued shall insure 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 that a 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.

#### **Probationary Status – Policy JDC**

Probationary status will be assigned to any student who repeatedly violates school regulations to such a degree as to cause the administration to deem it necessary. Students being placed on probation will be given the standard of conduct to be maintained during probation, the length of probation, and the discipline to be administered if the standards of conduct are not maintained (Student Behavioral Contract). The parent(s)/legal guardian(s) of the student will receive written notification.

#### **Sexual Harassment – Policy JCAC**

It is the policy of the Jefferson City Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass another student or any employee through conduct or communications of a sexual nature as defined below.

Definition of Sexual Harassment: Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by any student constitutes sexual harassment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching; and
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Students alleging sexual harassment may complain directly to a principal, assistant principal, teacher, or guidance counselor. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status as a student in the Jefferson City School System. For more information about Sexual Harassment please refer to Jefferson City Schools' Policy JCAC.

#### **Student Alcohol and Drug Use – Policies JCDAB and JCDAC**

In accordance with Georgia Law, it shall be illegal to possess alcohol at any Jefferson City School. 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. See Jefferson City Schools' Policy JCDAC for more information.

### Service After School (SAS)

Students who are assigned SAS will be required to stay after school for fifty minutes from 3:10-4:00. SAS will be held two times per week (Tuesday and Thursday). Offenses that warrant SAS include, but are not limited to, not having his/her agenda, being in unauthorized areas/skipping class, continuous interruption that interferes with classroom instruction, disrespect to others, repeatedly coming to class late or unprepared, minor altercations between students (verbal/physical), and/or any behavior deemed inappropriate by the classroom teacher.

Students will receive a "Notice of Service After School" (SAS) form that must be returned before the student can serve the SAS consequence. The parent(s)/legal guardian(s) will be required to sign this form, which will serve as the student's permission slip to SAS.

If a student is assigned SAS, he/she is required to adhere to the following guidelines:

- 1) Students must bring study materials in order to remain occupied during the entire time. Students will not be allowed to sit idle for fifty minutes.
- 2) Students assigned to SAS are prohibited from talking, sleeping, eating, chewing gum, or any type of behavior not acceptable in a normal classroom situation.
- 3) Parents must pick students up promptly after SAS at 4:00.
- 4) Students assigned SAS may be required to participate in work detail (cleaning dry erase boards, picking up garbage, emptying trash cans, etc.)

### Definition of Terms

**Assault:** Any threat or attempt to physically harm another person, or any act which reasonably places another person in fear or physical harm. (Example: 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. (Example: fighting)

**Bullying:** In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. 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.

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

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official as a disciplinary measure. Detention may require the student's attendance before or after school. If so, students are given one day's warning so that the parent(s)/legal guardian(s) 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.

**Dress Code:** The current dress code is explained in the student handbook.

**Drug:** The term "drug" does not include prescriptions 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 substances, or article(s) prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

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

**In-School Suspension:** Removal of a student from class or regular school program and assignment of that student to an alternative program isolated from peers.

**Suspension:** Removal of a student from the regular school for a period not to exceed 10 days (short-term) or for a period greater than 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, competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriating 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.

**Waiver:** A waiver is an agreement not to consider whether a student has committed an infraction of the Code of Conduct, and the acceptance of 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, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as nunchaku or fighting chain, throwing star or oriental dart, or any weapon of like kind.

## GUIDELINES FOR STUDENT DRESS

### Dress Code – Policy JCBD

Each school principal shall be authorized to establish reasonable dress and grooming standards for students who attend the school to which they are assigned. Such standards shall be based upon legally acceptable standards as determined by case law.

Students at JMS are expected to be appropriately dressed for school. Appropriate dress does not include any clothing that distracts/disrupts the learning environment or educational process, or is offensive.

JMS students are not allowed to wear the following items:

- 1) Any attire with logos that promote inappropriate messages, statements, advertisements, pictures (e.g. alcohol, drugs, sexually suggestive, violence, profanity, gang affiliation, any substance illegal to a minor, or that is offensive)
- 2) Jeans that have any holes in them (If holes are not covered entirely by threads or patches, then the jeans are unacceptable. Jeans with any holes are unacceptable, even if shorts or spandex are worn underneath.);
- 3) Skirts, dresses, and/or shorts that are above the knee and have spandex and/or tight fitting pants underneath. **All skirts, dresses, and/or shorts that are worn must come to the student's knees and be worn at the waist with a belt (no hip huggers or sagging pants are allowed);**
- 4) Tops or blouses that expose any part of the midriff or back (no skin showing), chest area, or shoulders. **Students must wear shirts with sleeves;**
- 5) Attire that is revealing, transparent, excessively tight, or that shows undergarments. **Students must have undergarments covered;**
- 6) Hats, caps, bandannas, do-rags, combs, picks, headbands, gloves, and sunglasses;
- 7) Pajama pants;
- 8) Shoes with attached wheels, bedroom-type slippers, or cleats; or
- 9) Attire with inappropriate writing across the seat.

**Jefferson Middle School administration reserves the right to determine whether a student's attire is within the limits of decency and modesty and the guidelines of the dress code. Adherence to the guidelines of student dress is required at all school sponsored functions, excluding sports.**

Students who are scheduled for Health/Physical Education will be required to wear the JMS Physical Education uniform. These uniforms can be purchased at the beginning of the school year and throughout the school year from the P.E. coach.

Any violation of the dress code will result in the student changing into appropriate attire or being sent home. If arrangements cannot be made to do either of these, the student will be placed in ISS for the remainder of the school day. All teachers and administrators will strictly enforce the dress code.

**STUDENT SERVICES**

**Cafeteria**

The cafeteria is provided as a service for students and staff members. Monthly menus are posted on the Jefferson Middle School website: [www.jeffcityschools.org](http://www.jeffcityschools.org). It is permissible for students to bring lunches from home. However, lunches brought into the cafeteria from outside restaurants must be placed in generic containers that do not identify specific restaurants. For your information, it is a federal regulation that soft drinks not be allowed in the cafeteria.

Breakfast is served each morning in the cafeteria. Students must be in line no later than 7:35 A.M. in order to go through the serving line, eat, and report to class by 7:50 A.M. Please plan accordingly.

Meal prices may be adjusted to reflect rising costs. You will receive notification in writing of any changes in the meal rates. Please follow the directives relative to procedures for sending money for meals.

Free and reduced price meals are provided for those children who are eligible, as determined by the family size income scale. A letter explaining the free meal policy, the qualifying income scale, as well as an application will be given to each parent at the beginning of the school year. Forms will be available throughout the school year in the JMS cafeteria and the registrar's office. 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. (Policy JGHA)

All students will go to and remain in the cafeteria until the end of their respective lunch period. Grade-level teachers will be present in the cafeteria each day to help monitor students. The following rules will be enforced in the cafeteria:

1. Students will be expected to take their proper place in line and not go ahead of other students already in line. Running in order to be first in line is prohibited.
2. Students are expected to use acceptable table manners.
3. Everyone should clean his/her immediate area before leaving the table.
4. All food and litter should be disposed of properly.
5. Loud talking and misbehavior will not be tolerated.
6. Throwing food or other items in the cafeteria is not permitted.

**Lunch Prices**

<b>Breakfast</b>	<b>Cost per day</b>	<b>Cost per week</b>
Full-pay	\$1.40	\$7.00
Reduced	\$0.30	\$1.50
<b>Lunch</b>	<b>Cost per day</b>	<b>Cost per week</b>
Full-pay	\$1.90	\$9.50
Reduced	\$0.40	\$2.00
<b>Breakfast and Lunch</b>	<b>Cost per day</b>	<b>Cost per week</b>
Full-pay	\$3.30	\$16.50
Reduced	\$0.70	\$3.50

**Adult Prices: Breakfast = \$1.75; Lunch = \$2.75**

Please note: In an emergency situation, students will be permitted to charge up to three meals. Once students accumulate three charges, parents will be notified of the beginning date that full meals will not be served. When the account is satisfied, full meals will resume with payment. It is requested that parents pay for the week's breakfasts and/or lunches each

Monday morning – preferably by check. Payments for the month should be calculated on the number of school days. Payment for extra milk (\$0.40) may be included as well. Parents may write one check and meal money should be placed inside an envelope and given to Ms. Brenda Crane in the cafeteria.

#### **Guidance/Counseling**

School counselors are available to assist students, faculty, and parents before, during, and after school. The counselors provide information and guidance for educational and career planning, immediate and potential personal problems, and information concerning drug and alcohol rehabilitation and counseling.

Though students are welcome and urged to use the counselors' services, they must have written permission to go to the counseling office during the school day.

If the counselor is not available at the time the student has written permission to be in the counseling office, the student must sign the log indicating that he/she would like to be seen by one of the counselors as soon as possible. The registrar will then sign the student's agenda to return to class.

#### **Library Media Center**

The JMS Library Media Center has a variety of resources available to students and faculty. There are thousands of books, which include a wide selection of fiction, non-fiction, and reference books.

General Rules:

1. Books are checked out for a two-week period, and they may be renewed unless others request the book for a specific school project.
2. Lost books must be paid for 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.
6. Research requiring Internet access must follow Board-established guidelines. These guidelines and permission forms may be picked up at the media center. This information is required prior to accessing the Internet.

## **CLUBS AND ORGANIZATIONS**

### **Student Clubs and Organizations**

According to Georgia Law, Code Section 20-02-0705, a parent(s)/legal guardian(s) may decline permission for his/her child to participate in a club or organization. If a parent(s)/legal guardian(s) wishes to exercise this right, he/she must complete the "Club/Organization Non-Participation" form located on the last page of the Student Agenda and return to the principal at the beginning of the school year. A complete listing of JMS clubs will be provided during the first few weeks of school. The meeting times for Jefferson Middle School Clubs will be before and after school.

## **SCHOOL CEREMONIES AND OBSERVANCES**

### **Morning Video Announcements**

Representatives of the student body will participate in video announcements each morning. This media vehicle provides individuals with the opportunity to engage in the pledge of allegiance to the flag as well as a moment of silence.

### **Pledge of Allegiance to the Flag – Policy IKD**

Students are afforded the opportunity to recite the Pledge to the flag each day during morning announcements. All students shall be encouraged to stand. However, students not participating in the recitation of the Pledge may a) stand and refrain from reciting the Pledge; or b) remain seated.

### **Moment of Silence – Policy IKD**

In compliance with Georgia law, at the opening of school on every school day in each classroom in the 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 pupils. 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.

## **HEALTH AND SAFETY**

### **Emergency Closings – Policy AFC**

In case of severe weather or other emergencies, official information about school closings will be broadcast on:

Radio Stations:

STAR Atlanta 94 FM  
WNGA Athens 106.1 FM  
WJJC Commerce 1270 AM  
WRFC Athens 960 AM  
WSB Atlanta 750 AM

Television Stations:

WSB Channel 2ABC  
WXIA 11 Alive NBC  
WAGA Channel 5 FOX  
WNEG Channel 32 (Toccoa)  
WGCL Channel 46 (CBS)

If there is no notification of a school closing for the Jefferson City Schools on the radio/TV stations and/or the [www.jeffcityschools.org](http://www.jeffcityschools.org) website, please assume that school will begin at the regular time. Please be reminded that 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.

### **Emergency Procedures**

School-wide emergency plans are in place for inclement weather, fire, hazardous spills, and/or other situations which may call for building evacuation. 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 may be limited.

### **Emergency Drills – Policy JGFA**

Emergency drills are held once a month. Severe weather drills are conducted at least annually. Other emergency drills are conducted periodically during the year. Teachers instruct the students regarding appropriate procedures. These instructions are posted in each classroom.

### **Health Provisions – Policy JGC**

A school clinic is available and staffed by a 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 or 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 (Policy JBC).

### **Medicines – Policy JGCD**

A school nurse or school designee may administer medication provided all of the following requirements are met:

1. The medication must be in its original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and times for dosage.
2. A written authorization must be signed by the student's parent/guardian to allow the school nurse or school designee to administer the medication.
3. The school nurse or school designee shall keep written documentation of medication administered.

A student who has asthma may possess and use his/her asthma medication as prescribed:

1. While in school;
2. At a school-sponsored activity;
3. While under the supervision of school personnel; or
4. While in before-school or after-school care on school-operated property (O.C.G.A 20-02-0774)

All medications must be checked in and out of the clinic by a parent/guardian or other designated adult. This includes over-the-counter medications such as Tylenol, Midol, Advil, etc.

Parents must provide the following as related to the self-administration of asthma inhalers or auto-injectable epinephrine:

1. A written statement from a physician licensed under Chapter 34 of Title 43 detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer
2. A written statement by the parent or guardian consenting to the self-administration of asthma inhalers or auto-injectable epinephrine, a written release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and a written release of the school system and employees from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering, and a written statement signed by student and parent stating that the prescribed medicine will not be misused or abused.

Definitions:

1. Medication – Medicine prescribed by a physician, dentist, podiatrist, or other individual authorized by Georgia law to prescribe medicine.
2. Self-administration of asthma medication – A student's discretionary use of asthma medication prescribed for him and her.

### **Solicitation by Students – Policy JKB**

The Board recognizes that fundraising by student groups is necessary from time to time. The Board further recognizes that such activities promote knowledge of economics, common stewardship of funds, and interpersonal skills.

Please note: Students should not participate in door-to-door sales. Instead, parents should support students in selling to family members, friends, and colleagues. For more information please refer to Jefferson City Schools' Policy JKB.

### **Visitors – House Bill 161**

Jefferson Middle School parents are always welcome at the school. Our only request is that all visitors sign in and out through the front office upon entry and exit as per House Bill 161. This bill provides that persons entering a school building between the hours of 7:30 a.m. and 3:30 p.m. who are not students or employees of the school must check in at the office and

provide a reason for his/her presence in the building. Failure to check in and obtain a visitor's pass may result in a misdemeanor of a high and aggravated nature and charges being filed.

Students from other schools are not allowed to come to school for the purpose of visiting with our students. Approved individuals will be asked to limit their visits to the cafeteria during lunch.

#### **Bus Conduct - Policy JCDAD**

Students are under the control of the bus driver during the times they are being transported. Rules of conduct may be established by individual bus drivers. Any violation of these rules will subject the student to disciplinary measures by the appropriate school principal. (See additional information related to bus conduct in the behavior section of this handbook.)

Please note: Buses are equipped with video equipment to monitor the behavior of students on the bus. The student behavior code, included in the Code of Conduct section of this handbook, also applies to students as they ride on school buses. More specific rules state that students must stay in their seats; be respectful of others; keep head, arms, and any objects away from window openings; and refrain from eating or drinking. Large or cumbersome items, balloons, pets, glass objects, or any other items that could jeopardize safety will not be allowed on buses. Consequences for inappropriate bus behavior may include, but are not limited to, conferences with the student and/or parents/guardians, assigned seating, or suspension from bus for one or more days. Parents/guardians are sent copies of bus discipline referrals through the student.

It is the responsibility of the bus driver to deliver students to the designated address. Thereafter, it remains the responsibility of the parent(s)/guardian(s) to provide the necessary supervision upon student drop off.

Any changes in bus transportation must be accompanied by written parent permission. This notification must be signed by the principal before a student is allowed on a different bus.

#### **Student Accident Insurance – Policy JGA**

At the beginning of each school year, parents have the opportunity to enroll pupils under a system-wide scholastic accident insurance policy. The cost of this insurance is nominal. Enrollment information is available 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.

#### **Student Accidents – Policy JGFG**

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 child 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 his/her designee as soon as possible. The circumstances surrounding an injury shall be reported by the teacher to the principal in writing as soon as possible following an accident where injury results.

#### **Student Organizations-Policy JHC**

In accordance with Georgia law, no person may haze any student in connection with, or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. School organization means any club or other organization that has students as its principle members. "Haze" means to subject a student to an activity that endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

**PARENTAL INVOLVEMENT**

**Parental Involvement – Policy LEBA**

Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success. Please contact the middle school office to obtain information on volunteer opportunities at JMS. Examples of parent involvement opportunities are listed below:

Family Opportunities:

Athletic Events  
Band and Chorus Concerts  
Fall and Spring Book Fairs  
Open House/Curriculum Night  
Rising 8<sup>th</sup> Grade Parent Advisement  
Winter Conferences

Communication:

JMS Website  
Infinite Campus Access  
Monday Emails  
Progress Reports (every 3 weeks)  
Report Cards (every 9 weeks)

Parent Support Opportunities:

Classroom Volunteer  
Facilitation with School Store  
Field Trip Chaperone  
Lindsey's Legacy Volunteer  
School Beautification and Safety Projects  
School Committee Work  
Testing Proctor

School Related Meetings:

Monthly Board Meetings  
School Council Meetings

For more information regarding parental involvement in education, refer to Jefferson City Schools' Policy LEBA.

**USE OF ELECTRONIC DEVICES**

**Use of Electronic Devices by Students – Policy JCDAF**

Students shall not activate, utilize, or display electronic communication devices upon arriving at school until the conclusion of the school day. Students are prohibited from using any electronic devices during the operation of a school bus, including, but not limited to cellular phones, pagers, audible radios, tape or compact disc players without headphones, or other electronic devices in a manner that might interfere with the bus communication equipment or the school bus driver's operation of the school bus.

Exceptions to this policy may only be granted in extraordinary situations involving a student's health and safety. The principal and superintendent must approve all exceptions.

**Students who bring any electronic devices to school must place these devices in their lockers before the school day begins. Any electronic device that is not located in the locker from 7:00 to 3:05 will be taken up by the teacher/administrator. The following procedure will be followed with any student who is found to be in possession of an electronic device from 7:00 A.M. to 3:05 P.M.:**

- 1) 1<sup>st</sup> Offense – Parent/guardian will be asked to come to the school to retrieve the device, and a form must be signed by the parent/guardian.
- 2) 2<sup>nd</sup> Offense – Parent/guardian will be asked to come to the school to retrieve the device, and a form must be signed by the parent/guardian. The student will be assigned Service After School (SAS).

- 3) 3<sup>rd</sup> Offense – Parent/guardian will be asked to come to the school to retrieve the device, and a form must be signed by the parent/guardian. The student will be assigned to In-School Suspension (ISS).
- 4) Punishment for additional offenses will be determined by an administrator.

**Jefferson Middle School will not be held responsible for any electronic devices (iPods, cell phones, etc.) lost or stolen at school. Students bring electronic devices to JMS at their own risk.**

<b>STUDENT INFORMATION</b>
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**Field Trips and Excursions - Policy IFCB**

Field trips may be taken by classes and groups of the Jefferson City Schools as an extension of regular educational experiences. Students participating in field trips must present written permission to school officials from parents/guardians for such participation and must observe the same rules of conduct as prescribed for regular classroom activities. It shall be the responsibility of teachers and other school personnel to properly supervise and plan field trips in order that they shall accomplish some worthwhile educational objectives. The Jefferson City Board of Education shall not be responsible for any injury or loss of property resulting from a student's participation in a field trip.

**Home Study - Policy JBC2**

A student withdrawing from the school system to enter a home study program must meet the following requirements:

1. Parent or guardian files a declaration of intent to operate a home study program and the name(s) of the student(s) enrolled.
2. Parents or guardians may teach only their own children or employ a tutor to teach such children.
3. Program should provide a basic academic program of 180 days of instruction including, but not limited to reading, language arts, mathematics, social studies, and science.
4. Monthly attendance reports are submitted to the school Superintendent.
5. Students take an appropriate nationally standardized test to evaluate their educational progress at least every three years beginning at the end of the third grade. These records must be retained in the home.
6. The instructor writes an annual assessment of each student's academic progress and retains the reports in the home least three years.

Any student in a home study program must adhere to the compulsory attendance law.

Admission of Students 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 administered tests. Students entering the fourth grade will be required to obtain a passing score on the third grade Criterion-Reference Competency test before being placed in a fourth grade class.
3. Any student entering grades 9-12 in the school system from a home study program or non-accredited school will be required to pass a school administered test in each subject area and any applicable End of Course Tests.
4. No credit will be given for course work obtained in a home study program or non-accredited school unless comparable course work is offered as part of the curriculum.
5. All students enrolled in schools are evaluated on a periodic basis in order to assess student achievement and program effectiveness. Students entering or re-entering the school system will be required to participate in all state or local testing programs when applicable.

### **Lost and Found**

All articles found should be taken to the front office. If a student loses an article, he/she should check the lost and found room located by the cafeteria.

### **Student Discrimination – Policy JCE (1)**

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Jefferson City Schools Title IX contact is Mr. Tim Corbett.

### **Student Fees, Fines, and Charges – Policy JS**

The Jefferson City Board of Education provides a free education for all students enrolled. The board shall provide basic instructional materials required to complete each course of study funded for credit under Georgia's Quality Education Act.

Students shall 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 shall be charged a reasonable fee for lost, damaged, or abused school system property as outlined in the above policy. 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, the following: gate admissions, student publications, graduation fees (if participation is not required), replacement/repair costs for loss or abuse of school property, and activity fees.

### **Student Complaints and Grievances – Policy JCE**

The purpose of this procedure is to provide a way for the Board, employees, and students to reach solutions to problems, disputes, or controversies that may occur between them. It is the desire of the Board that a grievance be processed as rapidly as possible.

Level One – The student shall discuss the grievance with his/her teacher. Such grievance shall be so lodged within ten (10) school days of the occurrence of the event upon which it is based, or the grievance shall be null and void. The teacher will respond within five (5) school days.

Level Two – If the grievance is not resolved within five (5) school days after receiving the decision of the teacher, the student may submit the grievance in writing to the assistant principal or principal. The assistant principal or principal shall respond within five (5) school days.

Level Three – If the grievance is not resolved within five (5) school days after receiving the response from the assistant principal or principal, the student may submit the grievance in writing to the superintendent. The superintendent shall respond within five (5) school days.

Level Four – If the grievance is still not resolved within ten (10) days after receiving the decision of the superintendent, the student may submit the grievance in writing to the Board of Education. The Board of Education shall respond to the grievance within five (5) school days.

**The decision of the Board of Education is final.**

### **Student Employment**

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

### **Student Hearing Procedure – Policy JCEB**

Disciplinary hearing officers are appointed by the Jefferson City Board of Education to hear disciplinary matters. The tribunal consists of two administrators and a teacher employed by the Jefferson City Board of Education. No member of the hearing tribunal will be a member of the staff at the school which the student attends.

The Superintendent will convene a hearing tribunal in the following cases:

- Where a student has committed an alleged assault or battery upon a teacher, other school official, or employee;
- Where a student has committed an alleged assault or battery upon another student, and the school principal determines that expulsion or long-term suspension may be the appropriate punishment;
- Where a student has intentionally caused substantial damage while on school premises to personal property belonging to a teacher, other school official, employee, or student, and the school principal determines that expulsion or long-term suspension may be the appropriate punishment; and
- Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination which the student's principal determines should be punished by long-term suspension or expulsion.

Prior to the hearing, a letter from the superintendent will be sent by certified mail to the student and his/her parent(s)/legal guardian(s). The letter will include the following:

- A statement of the time, place, and nature of the hearing;
- A description of the student's acts;
- The names of any witnesses who may be called to testify at the hearing, and
- A statement setting forth the right of the student to present evidence, cross-examine witnesses, and be represented by legal counsel.

The hearing tribunal will make a decision finding whether the student committed the offense and, if so, the appropriate punishment. The hearing tribunal will render a decision in writing within ten (10) days of the close of the record and will furnish a copy of the decision to the student, his/her parent(s)/legal guardian(s), the principal, and the Superintendent. The decision of the hearing tribunal is final and constitutes the decision of the Board of Education unless either party should appeal the decision to the Board of Education.

A student or a student's representative may appeal any decision by the disciplinary hearing officer by submitting a written notice of appeal to the superintendent within 20 days from the date the decision is made.

The Board of Education will review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal, and the notice of appeal and will render its decision in writing within ten (10) days from the date it receives the notice of appeal. The decision of the Board of Education will be based solely on the record. The Board may find the facts to be different than those found by the hearing tribunal, and the Board may change the punishment. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.

Any student subject to a disciplinary hearing who withdraws from the Jefferson City School System prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the Jefferson City School System in the event the student ever seeks to return to the system. Alternatively, the school district may, at its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

#### Use of the Copy Machine

Students are not to use the copy machines in the office or teacher planning room for their personal needs.

#### Use of the Telephone

Students will not be called from class to the phone unless it is an emergency. Students will only be allowed to use the phone in the middle school office if they are sick or in instances where school sporting events have been cancelled or altered. The student's teacher must give written permission for the student to be able to use the office telephone.

### INTERNET USE POLICY

#### Internet Use – Policy IFBG

Jefferson City Schools is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the world wide network that provides various means of accessing significant educational materials and opportunities. The school district is providing access to its computer networks and Internet only for educational purposes and research consistent with the school district's computer network, and Internet access is a privilege, not a right. Misuse of the computer or the Internet may jeopardize those privileges and subject the student to potential disciplinary and legal action. Due to the nature of the Internet, parents/guardians and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Parents/guardians must also participate in the decision whether to allow their children to access the Internet and must communicate their own expectations to their children regarding its use. **Any parent/guardian who determines that his/her child should not have access to the Internet as part of their instructional program must notify the child's principal in writing, indicating the parent/guardian's objection to his/her child participating in any educationally related programs.** BOE Descriptor Code: IFBG-R June 13, 2002

Realizing the educational benefits of the Internet, Internet access is available to teachers, and filtered Internet use is available to students in Jefferson City Schools. Any intentionally inappropriate use of the Internet or any attempt to compromise or bypass the security regarding the Internet will result in punitive action against the offender.

All Internet users are subject to the following rules and regulations:

1. Acceptable Use- The purpose of the school Network/Internet is to support research and education in and among academic institutions in the U.S. and the world by providing access to unique resources and the opportunity for collaborative work consistent with the educational objectives of Jefferson City Schools. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation, or Jefferson City Schools' policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited. Illegal activities are strictly prohibited.
2. Privileges- The use of the Network/Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges. (Each user who receives access to the Internet must first participate in a training session provided by the local school media specialist

and/or classroom teacher.) The network administrator (the Superintendent or designee) may deny access to the Internet.

3. Students will only have use of the Internet through filtered service. Use of this service will limit the sites that students can access.

4. Random access or “surfing the net” by students is prohibited.

5. Network Etiquette- The user is expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:

- ✓ Illegal activities are strictly prohibited.
- ✓ The use of profanity, vulgarities, or other inappropriate language is prohibited.
- ✓ Disclosure of personal information, such as a personal address or phone number, is prohibited. The disclosure of full names is discouraged.
- ✓ The use of e-mail through the Internet is prohibited unless the student is involved in a teacher-supervised project, which has been previously approved.
- ✓ Use of the Network/Internet in such a way that you disrupt the use of the network by others is prohibited.
- ✓ All communications and information accessible via the network are subject to copyright laws.

6. Jefferson City Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Jefferson City Schools will not be responsible for any damages. This includes loss of data suffered by users resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, errors, or omissions, or that of the user. Use of any information obtained via the Network/Internet is at the user's risk. Jefferson City Schools specifically denies any responsibility for the accuracy or quality of any information obtained through its Network/Internet services.

7. Security on any computer system is a high priority, especially when the system involves many users. If a user suspects a security problem on the Network/Internet, the user is required to notify the network administrator or Internet coordinator (the Superintendent or designee). The problem is not to be demonstrated to other users. Use of another individual's password is prohibited. Attempts to logon to the Network/Internet as a network administrator will result in cancellation of user privileges. Any user(s) identified as a security risk(s) or having a history of problems with other computer systems may have their use terminated immediately, and future access to the Network/Internet through Jefferson City Schools will be denied.

8. Internet access, e-mail access, and e-mail communications are not private. Network administrators and service providers may monitor such electronic traffic at any time, and illegal or inappropriate use will be reported.

9. Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other networks. This includes, but is not limited to, the uploading or creation of computer viruses.



**ISSUED: June 13, 2002**

**Notice To Parents/Guardians and Eligible Student of Rights Under Family Educational Rights And Privacy Act-Policy JR**

Under the Family Educational Rights and Privacy Act (20U.S.C. 1232g), you have a right to:

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records.

2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
4. File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the Jefferson City Schools Board of Education to comply with the requirements of the Act or the regulations promulgated there under.
5. Obtain a copy of the policy which the Jefferson City Schools Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the Principal.

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 notify the Principal in writing.

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 or she is a member of an athletic team, (E) Date of 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 notify the Principal in writing.

**Jefferson Middle School  
Student/Parent Handbook Acceptance**

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

**Your signature below indicates that you have read, understand, and accept the policies and procedures as outlined in this handbook. All procedures are in compliance with Jefferson City Schools' policies.**

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Jefferson Middle School  
Club/Organization Non-Participation Form**

According to Georgia Law, Code Section 20-02-0705, a parent(s)/ legal guardian(s) may decline permission for his/her child to participate in a club or organization. If a parent(s)/legal guardian(s) wishes to exercise this right, he/she must complete and return this form to the Principal at the beginning of the school year.

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

Club/Organization \_\_\_\_\_

I do not want my child to participate in the above club(s)/organization(s) at Jefferson Middle School during the 2009-10 school year.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Jefferson Middle School  
Attendance Acceptance**

I understand and accept the information related to attendance documented in this handbook:

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

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Jefferson Middle 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 or guardian, if you object to your student being photographed, videotaped, or interviewed you must present your request to the Principal in writing upon enrollment for the 2009-10 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 or 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 School. Unless a parent or 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 Principal upon enrollment for the 2009-10 school year.

**(Please sign and return to your child's homeroom teacher.)**