

**JACKSON COUNTY COMPREHENSIVE
HIGH SCHOOL
HOME OF THE PANTHERS
2011-2012
STUDENT HANDBOOK**

*1668 Winder Highway
Jefferson, GA 30549
Tel: (706) 367-5003
Fax: (706) 367-7275
www.jackson.k12.ga.us/jcchs*

Property of: _____	
Address: _____	
Phone # _____	
In case of emergency, notify:	
Name _____	Phone # _____

INTERNET STAMP



REQUIRED TO ACCESS SCHOOL INTERNET

Main Office	(706) 367-5003	
Athletic Dir.	(706) 387-7305	
Attendance	(706) 367-5003	Ext. 252
Band Room	(706) 367-5003	Ext. 268
Bookkeeper	(706) 367-5003	Ext. 253
Chorus	(706) 367-5003	Ext. 231
Counselors	(706) 367-5003	Ext. 274 & 255
Media Center	(706) 367-5003	Ext. 258
ROTC	(706) 367-1664	
Gordon St.	(706) 367-2341	

**Jackson County School System
School Calendar
2011-2012**

Pre-Planning	August 1-3, 2011
1 st Day of School	August 4, 2011
End 1 st Month of School	August 31, 2011
Labor Day Holiday (system)	September 5, 2011
End of 2 nd Month of School	September 28, 2011
End 1 st 9-week Grading Period	October 5, 2011
Teacher & Student Holiday	October 6, 2011
Vacation Day (system)	October 7, 2011
End of 3 rd Month of School	October 27, 2011
Thanksgiving Holidays (system)	November, 21-25, 2011
End 4 th Month of School	November 30, 2011
End 2 nd 9-week Grading Period	December 15, 2011
Christmas Holidays Begins (system)	December 16, 2011
Teacher In-Service	January 3, 2012
Students Back to School	January 4, 2012
Martin Luther King, Jr. Holiday (system)	January 16, 2012
End of 5 th Month of School	January 13, 2012
Student/Teacher Holiday	Feb.17 & 20, 2012
End of 6 th Month of School	February 10, 2012
End 3 rd 9-week Grading Period	March 8, 2012
Vacation Days (system)	March 9 & 12, 2012
End of 7 th Month of School	March 14, 2012
Spring Holidays/Snow Make-up Days	April 2-6, 2012
End of 8 th Month of School	April 17, 2012
End of 9 th Month of School	May 14, 2012
End 4 th 9-week Grading Period	May 18, 2012
Post-Planning	May 21-22, 2012
Vacation Days (System)	May 23-28, 2012
Memorial Day	May 28, 2012

BELL SCHEDULE

JCCHS		GORDON ST.
8:00	WARNING BELL Release to Class	8:00
8:05 – 9:35	FIRST PERIOD	8:15 – 9:25
9:35 – 9:40	CLASS CHANGE	9:35 – 9:40
9:40 – 11:10	SECOND PERIOD	9:50 – 11:00
11:10 – 11:15	CLASS CHANGE	11:10 – 11:15
11:15 – 1:15	THIRD PERIOD	11:25 – 12:35
11:20 – 11:50	FIRST LUNCH	
11:50 – 12:20	SECOND LUNCH	
12:20 – 12:50	THIRD LUNCH	
12:50 – 1:20	FOURTH LUNCH	
1:20 – 1:25	CLASS CHANGE	1:20 – 1:25
1:25 – 3:15	FOURTH PERIOD & Extended Learning	1:35 – 3:05

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Principal's Message

Dear Students and Patents,

On behalf of the faculty, staff, and administration of Jackson County Comprehensive High School, I would like to welcome you to the 2011-2012 school year. The faculty and staff of JCCHS are dedicated to partnering with parents to prepare their children mentally, physically, socially, and emotionally to become the leaders of the future. Within this partnership, we are striving to produce excellence in academics, athletics, fine arts, and all other extracurricular activities. It is our desire to pursue excellence in an environment that is safe, friendly, and encourages all students to grow to their highest potential.

The policies and procedures in this handbook have been compiled to provide the educational environment necessary to accomplish these goals. Please read, review, and follow the policies and procedures in this handbook. Your cooperation in this matter will help us ensure that all students will enjoy an outstanding school year and have the opportunity to achieve the highest levels of educational excellence.

Our faculty and staff greatly appreciate your support and are dedicated to helping students at JCCHS excel during the 2011-2012 school year. We want to encourage every student to be involved in at least one of the many extracurricular activities provided at JCCHS. Involvement in extracurricular activities builds relationships and memories that last a lifetime. These relationships and memories will help make this the greatest year ever for our students, parents, and staff.

Thank you in advance for your support. I am looking forward to the greatest year in Panther history.

Sincerely,

Scott C. Smith
Principal

INFORMATION GUIDE FOR STUDENTS (GO TO LIST)

Should you need assistance with any of the following areas, you may contact the person/office listed below:

Item	Contact	Wing Location
Academic Advisement	Counselors' Office	A
ADAP Cards	Counselors' Office	A
Announcements	Administrators	A,B,C
Approval for school activity	Principal	C
Athletic Information	Athletic Director	E
Attendance Information	Mr. Lancaster	A
Audio-Visual Information	Media Center	A
Band	Mr. Adams	Aud.
Bus Route Information	Mr. Lancaster/Counselor	A
Check In/Check Out	Before School/Cafe	Cafe
	During School/Front Office	A
Chorus	Mr. Maddox	E
College Application Information	Counselors, Office	A
Conflict Management	Counselors' Office	A
Discipline Information	Mr. Lancaster	A
Driver's Law Certificates of Attendance	Counselors' Office	A
Extracurricular Eligibility	Athletic Director	E
Graduation Requirements	Counselors' Office	A
Instruction//Curriculum	Ms. Phillips	B
Lockers-Information	Ms. Armendariz	C
Lost and Found	Front Office	A
Media Center	Ms Waldrip	A
Newspaper	Ms. Peterson	B
Parking Information	Mr. Lancaster	A
Personal Guidance	Counselors' Office	A
Reduced/Free Lunch Information	Cafeteria Manager	D
Schedule Change	Counselors' Office	A
Student Government	Ms. Calloway/Ms. Land	C
Transcript Information	Registrar	A
Withdrawal Information	Counselors' Office	A
Work Permits	Ms Armendariz	A
Yearbook	Ms. Bridwell	C

JCCHS STUDENT HANDBOOK

This handbook is intended to inform students and parents of school policies and procedures in assisting the school operate as efficiently and effectively as possible. Students and parents are encouraged to become familiar with its contents, review it often and if necessary contact the school for clarification.

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

GENERAL INFORMATION

ATTENDANCE

Attendance is compulsory at all classes unless one is participating in a school-authorized activity or work study program. Students are expected to arrive at school and for all classes punctually. During the school day students are required to follow all school policies, attend assigned class scheduled and lunch periods, and follow instructions of administrators, teachers, and staff. For additional information concerning attendance, refer to the **SCHOOL ATTENDANCE** section of his handbook.

BULLETIN BOARDS

No bulletins, posters, advertisements, Etc., shall be posted anywhere in the building without prior approval from the Athletic Director.

BUSES

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

CAFETERIA

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

- Each student will be assigned a student number at the beginning of the school year that will allow lunchroom personnel to key payment to the proper account and identify students as they go through the line. The student may pay for lunch by the day, week, month or longer.
- No Charge Policy – Students will not be allowed to charge lunches at JCCHS. Students are expected to prepay on their accounts or to bring money for lunch.
- Applications for free or reduced lunches are available at any time during the school year. Parents are to fill out the application and return it to the food service manager to see if the family qualifies. Free and reduced lunches can not be received and/or consumed by anyone other than the individual to whom the free/reduced lunch was designated. Improper use of free and/or reduced lunch will be considered theft.
- All vending machines are available before school, during lunch and after school only. The use of vending machines at any other time during the school day must be approved by an administrator. EXCEPTION: Water may be purchased at any time during the school day. Soft drinks brought from home, as part of a sack lunch, must be placed in a container.
- All paper and trash will be removed from tables and areas around tables before leaving the cafeteria. Good manners and cleanliness are expected in the cafeteria at all times.
- During lunch, students are only allowed in the lunchroom or senior courtyard. Students going to the Media Center during their lunch period should have a pass.

- Prices for this school year are: breakfast \$1.50, breakfast reduced \$.30, lunch \$2.05 and reduced lunch \$.40. No cafeteria food or drinks are to be taken from the cafeteria.
- **Federal lunch program prohibits delivery of any outside, commercially prepared food (fast foods) during the school day.**

CARE OF SCHOOL PROPERTY

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

COMMUNICATION WITH SCHOOL

It is essential that the home and the school make every effort to communicate openly and frequently. Infinite Campus posting, telephone calls, Etc, keep parents informed and maximize our chances to address student needs for success. It is of equal importance that parents keep teachers informed of any developments which might influence the student's performance at school. If, as parents, you have questions or concerns please do not hesitate to contact us by telephone 706-367-5003 or visit us at JCCHS Website www.jackson.k12.ga.us/jcchs. We welcome your involvement, and the information shared enables us to better meet the needs of the student.

DETENTION

After school detention is a thirty-minute supervised study time for students who have excessive tardies to class and/or have demonstrated inappropriate behavior in the classroom. Detention is held Tuesday (E-11), Wednesday (C-9) and Thursday (B-8) from 3:30 until 4:00 pm. Students arriving late will not be admitted and will be marked absent. Students absent from detention will be assigned ISS or Saturday School. Detention is rescheduled only through the front office for students checking out of school due to illness, doctor/dentist appointments, etc, and must be rescheduled prior to the time to be served. Requests after the fact will not be considered.

Note: Students assigned after school detention do not lose their exam exemption status.

DRIVING LAWS

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

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

- Attendance: If a student under 18 drops out of school and has remained out of school for 10 days, or has more than 10 school days of unexcused absences in any semester for a period of one year prior to the request date, students cannot receive the certificate. If a student has a license already, the license will be suspended.
- Discipline: If the student is suspended from school for any of the following offenses, the student cannot receive a certificate of attendance, or, if the student already has a license, the license will be suspended:
 - Threatening, striking or causing bodily harm to a teacher or other school personnel.
 - Possession or use of a weapon on school grounds or activities.
 - Any sexual offense prohibited under Chapter 6 of Title 16, which includes sexual harassment.
 - Causing substantial physical or visible bodily harm to or disfiguring another person, including another student.
 - Possession or sale of drugs or alcohol on school property.

DRUGS/ALCOHOL

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

Jackson County High School is designated as a Drug Free School Zone. Violators will be prosecuted to the full extent of the law. Drug and alcohol counseling is provided through the Student Assistance Program and through policy violation counseling groups.

EARLY ARRIVALS

Students arriving at school prior to 1st period must remain in gym or in the cafeteria when eating breakfast until released at 8:00 am. Only students who purchase a school breakfast may remain in the cafeteria. Drinks & snack foods are not considered a school breakfast.

ELECTRONIC DEVICES

Radios, I-Pods, MP3 players, cameras, beepers, etc., use during the school day is prohibited. The school day begins whenever students arrive on campus and ends at 3:15 pm. Electronic devices should not be visible and must be turned off during the school day. Cell phones may only be used prior to the 8:05 am bell, during lunch, and after the 3:15 pm bell.

Electronic devices seen or heard during the school day (other than cell phones during lunch) will have the following consequences:

1st Offense: Electronic device confiscated / Released to parent after 3:15 pm

2nd Offense: Electronic device confiscated / Released to parent after 3:15 pm and assigned ISS and/or Saturday School.

3rd Offense & each Successive Offense: Electronic device confiscated / Released to parent after 3:15 pm and assigned 5 days ISS and/or Saturday School.

EMERGENCIES

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

END OF SCHOOL DAY

Students may remain after school for supervised activities only. All other students are expected to leave the campus immediately at the end of the regular school day. Students remaining after 3:25 pm are expected to comply with school policy and immediately report to and remain with their supervising staff member for the sport/activity in which they are involved. Students are expected to comply with the following:

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

EXAM EXEMPTIONS

Semester exam exemptions for all students will be based on the following criteria:

- Students with a 75 average and no days absent may exempt.
- Students with an 80 average and one or less absences in a class may exempt.
- Students with a 90 average and two or less absences in a class may exempt.
- Students must be in attendance at least 75 minutes out of the 90 minute period to be counted present for that class period. (Reminder: Checking out at 3:10 every day is not acceptable)
- Any student who has a discipline violation will lose exemption.
- School sanctioned field trips and functions and/or competitions do not count against the absence totals for exemption status.
- College visits arranged 7 days in advance with permission forms available through the counseling office will not count against exam exemptions.
- Students will not be allowed to take exams early for any reason.
- Students who miss exams will have to make arrangements with the teacher to take the exam at a later date.

EXTENDED LEARNING TIME

Time set aside each day for all students to receive additional instructional assistance in selected subject areas.

FIFTH YEAR STUDENTS

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

FIGHTING

In order to maintain positive student interaction and to ensure the safety of all students at school, we have instituted the rule of ZERO TOLERANCE, which states: Anyone who is involved in a physical fight, regardless of who "started" the fight, is subject to suspension; chronic offenders are subject to being placed in the Alternative School. Fighting will be considered a disruption of a public school, and charges may be pressed accordingly.

FIRE DRILLS-WEATHER WARNINGS

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

FIRST AID OR MEDICAL ATTENTION

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

FOOD AND DRINKS

Purchases of snacks and drinks can be made before or after school, and during lunch and may be consumed only in the cafeteria. EXCEPTION: Water may be purchased at any time during the school day. Plastic drinks may be transported in the halls if capped and carried in a book bag. Snacks and drinks visible outside the cafeteria will be confiscated.

GANG/GANG-RELATED ACTIVITY

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

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

GORDON STREET

- The Gordon Street Center is a state of the art vocational facility located in downtown Jefferson housing The Lighthouse Academy and several of JCCHS's non academic classes such as ROTC, Health Occupations, Physical Education, Early Childhood Education, Engineering, and Construction classes. Students are transported to and from the facility each class change.
- Students load and unload buses at the designated areas at JCCHS (bus loading zone) and Gordon Street.
- Students are required to ride the school bus from JCCHS to Gordon Street and back daily.
- Students are NOT PERMITTED to drive their private automobiles unless approved in writing by an Administrator.
- Students loading the bus at JCCHS are to be on the bus when the bell rings to start class or will be marked tardy.

- Students who are disruptive while on the bus will be disciplined as if the incident occurred in the classroom.
- Students who miss the bus should immediately report to the front office for instructions.
- Students late to school with 1st period at Gordon Street must report to the front office at JCCHS for a note.
- An administrator will determine if and how a late student will be transported to Gordon Street.
- All school rules apply while students are being transported to and from Gordon Street. This includes cell phone use.

GRADUATION MARCHING STATUS

Seniors must have completed all graduation requirements for a diploma in order to march and participate in the graduation ceremony.

HALL PASSES (Classroom)

During the school day students are expected to be in their assigned classroom the entire period unless excused by their assigned classroom teacher.

Policy:

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

Procedure:

1. Receive permission from teacher to leave the classroom
2. Sign out stating time and destination
3. Secure hall pass from teacher.
4. Go to and return from your approved destination as quickly as possible.
5. Sign in upon returning to class.
6. Return pass to teacher.

HALL PASSES (Administrative/Counselors)

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

HALL PASSES (Special)

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

HONOR GRADUATES

Honor graduates must have earned at least a 90.0 (not rounded up) cumulative grade point average by the end of the first semester of the senior year. Additionally, honor graduates must have been enrolled at Jackson County Comprehensive High School during the entire second semester of their senior year.

HOTLINE

The hotline telephone number is 367-5003 EXT. 7. This is a confidential Hot Line to report potential problems like drugs, violence, terrorist threats, harassment, etc. All calls are strictly confidential and will be greatly appreciated.

ILLNESS

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

LEAVING SCHOOL CAMPUS

Once a student arrives at school, he or she is not to leave the school campus unless officially dismissed. A student is officially dismissed only when a parent/guardian or someone on their official check out list is contacted by school staff, or special permission has been received from an administrator. Students are not allowed in the

parking lot during class time unless they have permission from an administrator.

LOCKERS

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

LOST AND FOUND

Lost & Found is located in the front office.

MEDIA CENTER

The Media Center staff is a vital part of the school program and is ready and willing to assist students in finding and utilizing library materials. The media center exists to enrich student learning activities and experiences. Students are encouraged to use the media center for study, research, and reading. Media center hours are from 7:50 a.m. until 4:00 p.m. The following policies should be observed:

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

MEDICATION

If it is necessary for a student to take medicine during the school day, including all non-prescription medicines such as aspirin, the medicine should be left in the front office. No medication of any kind will be given to students unless it is brought from home with a note from the parent/guardian. According to state law, the medicine must be in the original container and must be prescribed specifically for the student. Students not following this procedure are subject to severe disciplinary action.

MORNING ANNOUNCEMENTS

Administrative generated announcements will be made once each day. Student generated video announcements will be broadcast to all classrooms once daily by the Jackson County News Source. During announcements all classrooms should be quiet and complete attention shall be given to listening to these announcements. Before an announcement can be made, it must be approved by the sponsor responsible for the club or organization making the announcement.

OBLIGATIONS

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

PARKING REGULATIONS

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

- Failure to following parking regulations will result in disciplinary action.
- Students may only park on the school campus with a valid parking permit. Permits are \$40.00 nontransferable and nonrefundable. Replacements are \$20.00.
- The registrant of a motor vehicle is responsible for its proper use, its contents and operation of the vehicle.
- Students are to park only in the student parking lot and are required to park in their assigned parking space.
- The school assumes no responsibility for stolen items, and/or any damage or loss to motor vehicles driven or parked on campus.
- Students do not visit the parking lot or their cars during the school day without administrative permission..
- Obscene decals, signs, license plates, etc., will NOT be tolerated and must be removed before parking on campus.
- Students are not to play their car stereos loud enough to be heard outside the automobile. Profane or vulgar song lyrics will be considered a discipline infraction and will not be tolerated.
- The speed limit on campus is 20 M.P.H.
- Students are to exit their cars immediately upon arrival at school.
- Students are not to loiter in the parking lot after the dismissal of school. The parking lot should be cleared within fifteen minutes of the dismissal bell.
- **ILLEGAL PARKING IS A DISCIPLINE INFRACTION, WHICH WILL RESULT IN DISCIPLINARY ACTION AND/OR TOWING OF THE VEHICLE AT THE OPERATOR'S EXPENSE.**

PEP RALLIES AND ASSEMBLIES

Pep rallies will be scheduled during football and basketball seasons. Other pep rallies will be scheduled as needed.

PRIVATE PROPERTY

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

PROM & HOMECOMING DRESS

Acceptable dress clothes and shoes are required. No jeans or t-shirts of any color or type may be worn.

RESTROOMS

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

SCHOOL CLOSINGS

In the event of inclement weather, students should listen to WNGC, WJJC, WFOX, WRFC or WSB radio and the local TV stations: WSB channel (2), WXIA channel (11), WAGA channel (5); or check the counseling department website www.pantherhelp.com or the county website www.jackson.k12.ga.us.

SCHOOL DELIVERIES

Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of class to deliver these items interferes with classroom instruction. The school office will not accept delivery of fast food lunches to students.

SCHOOL INSURANCE

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

SCHOOL SAFETY SEARCHES

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

STUDENT SELLING

The Athletic Director must approve school fund-raising projects.

STUDENT SUPERVISION

All teachers at Jackson County High School, while at school and at extracurricular activities, shall supervise students.

SUSPENDED STUDENTS (OSS)

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

TECHNOLOGY USE

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

- Compromise Network Security
 - Use another person's password.
 - Use another person's files, system, or data.
 - Use computer programs to decode passwords to access controlled information.
 - Attempt to circumvent or subvert system security measures.
 - Engage in any activity that might be harmful to systems or to any information stored on the systems, such as creating viruses, damaging files, or disrupting services.
 - Make or use illegal copies of copyrighted software, store such copies on the school's system, or send them over the network.
 - Use electronic mail to harass others.
 - Waste computing resources.
 - Violate the regulations of the Jackson County School System regarding Internet use.
- Access, send, or post materials or communications that are:
 - Damaging to another's reputation
 - Abusive
 - Obscene
 - Sexually Oriented
 - Threatening
 - Contrary to the district's policy on harassment (GAEB)
 - Illegal

TELEPHONE USAGE

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

Emergency Telephone Use: Students with emergencies will be sent to the front office with a hall pass to see an administrator who will make contact with a parent/guardian.

Telephone Messages: Messages for students will be given at the end of the school day. Parents are asked not to call students during the school day unless there is an emergency.

Cell Phones: Cell phone use during the school day is **prohibited** except during a student's assigned lunch time. This includes calling home to be checked out, text messaging, use of camera phone, etc. If parents have emergencies they should call the office and the office will contact the student. The school day begins whenever students arrive on campus and ends at 3:15 PM. Cell phones should not be visible and must be turned off during restricted times. Permission to use cell phones may only be given by an administrator.

Cell phones seen or heard during restricted times have the following consequences:

- 1st Offense:** Phone confiscated / Released to parent after 3:15 pm.
- 2nd Offense:** Phone confiscated / Released to parent after 3:15 pm and assigned ISS and/or Saturday School.
- 3rd & each Successive Offense:** Phone confiscated / Released to parent after 3:15 pm and assigned ISS and/or Saturday School.

TOBACCO

Any student possessing/using/transmitting tobacco is subject to out of school suspension. Students will be presumed to be smoking when they are in a rest room stall with a cigarette (or with another student with a cigarette), in a stall with smoke coming from it.

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

VALEDICTORIAN/SALUTATORIAN

Valedictorian, salutarian, and honor graduate determination is made at the end of first semester of the senior year. The valedictorian is the student in a graduating class who has the highest cumulative percentage overall grade point average at the end of the first semester of the senior year. The salutarian has the second highest ranking. Additionally, the valedictorian and salutarian must be honor graduates and must have attended JCCHS for at least four semesters of a regular school year. For at least two of the four semesters of minimum enrollment, the student must attend classes on the JCCHS campuses.

VALENTINES DAY DELIVERIES

Deliveries will not be accepted after 1:00pm on Valentines Day.

VISITORS

Parents are encouraged to visit the school to discuss student progress with the administration, counselors and teachers. Conferences with classroom teachers will not be scheduled during hours when the teacher has a teaching assignment. Parents should call the appropriate counselor to set up conferences with the classroom teachers.

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

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

WEAPONS

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

WORK PERMITS

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

ACADEMICS AND INSTRUCTION

ACADEMIC INTEGRITY

Students at Jackson County High School are expected to submit work for evaluation that has been completed solely by that student, unless group assignments have been so designated. Students are expected to maintain academic integrity at all times. If a student is found cheating on a graded assignment, the student will not receive credit for that assignment. The following actions are considered to be violations of academic integrity:

- Using unauthorized materials in a test situation
- Receiving unauthorized information on a test
- Knowingly giving information in a test or homework to another student
- Passing on definite answers to questions or questions to someone who has not taken the test
- Turning in for credit, work that is not the student's own
- Gross plagiarism

HOMEWORK POLICY

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

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

COURSE CREDIT

A student earns 1 unit of credit for each course passed that meets (5) times per week. One may earn a maximum of 4 credits per semester.

PROGRESS REPORT/REPORT CARDS

Progress Reports/Report Cards are sent out with the student at the end of each 4 ½ week grading period.

SEMESTER FINAL EXAMS

Final exams are required at the end of each semester. Students and parents are asked not to schedule vacations and out-of-town trips on exam days. The principal must approve any exception to the final exam schedule.

ACADEMIC INFORMATION

GEORGIA HIGH SCHOOL GRADUATION TEST (GHSGT)

Students will be required to post passing scores on each of the five areas covered by the graduation assessment: language, writing, mathematics, science, and social studies. The test is first administered in the spring of the eleventh grade year. If a passing score is not made in every section, the student may retest during the summer, fall, winter, and spring of the twelfth grade year. Once a student posts a passing score on any area, the student will not have to retake the test for that particular area. Students may continue to take the tests as many times as necessary after leaving school.

GIFTED EDUCATION

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

HOMEBOUND AND HOSPITAL HOMEBOUND

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

MAKE-UP POLICY

Make-up Work due to an absence is the student's responsibility and must be completed within a period of time equal to the number of days absent. Teachers are not required to give make-up work after the allotted time period.

PROMOTION REQUIREMENTS

<u>To be classified:</u>	<u>You must have:</u>
As a 10th grader	6 units
As an 11th grader	13 units
As a 12th grader	20 units
As a graduate	28 units

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

SCHOOL ATTENDANCE

SCHOOL ATTENDANCE

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

GEORGIA ATTENDANCE LAW

The Georgia Compulsory Attendance Law: It is the duty of every parent, guardian, or other person having control of any child between the child's 7th and 16th birthday to assure that the child attends a public school, private school or home study program. Failure to comply constitutes a misdemeanor punishable by up to \$100 fine, 30 days imprisonment, or both. Each day's absence constitutes a separate offense Ga. Code 20-2-690.1. Student attendance is critical to the attainment of high academic expectations and efficient use of instructional time. School attendance is the responsibility of both parents and students.

ATTENDANCE - HIGH SCHOOL

High school students must be in attendance for a minimum of 85 out of 90 class periods in the semester in order to receive credit for the course. Students absent from class more than 15 minutes will be marked absent for that class period. Students who miss more than five classes in a semester will not receive credit for the class. It must be pointed out, however, that five absences is the limit unless there is an exception. Absences due to out-of-school suspension and skipping are unexcused absences. Students will be afforded the opportunity for make-up work.

ATTENDANCE PROCEDURES

ATTENDANCE MAKE-UP POLICY

Students who earn a passing grade and who miss more than five days from any class through a combination of days absent, days tardy, and/or days checked out early, earn "No Credit" for the course(s). Students having more than the 5 absences in one semester, have the opportunity to make up time, with teacher approval, before school, after school and during Saturday Sessions with the Credit Recovery Specialist. It is the student's responsibility to contact each teacher for their approval to make up any excessive absences. Ms. Hawkins, the Credit Recovery Specialist, will be available in the counseling suite to assist students with the process.

ABSENCES

Excused: Students will be excused from school under the following circumstance.

1. Personal illness or attendance in school endangering a student's health or the health of others
2. A serious illness or death in a student's family necessitating an absence.

3. A court order or an order by a government agency, including pre induction physical examinations for service in the armed forces, mandating absence from school.
4. Celebrating religious holidays necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student's health or safety.

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

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

The student must bring a note from his/her guardian explaining why the student was absent from school the day following the absence. The note should include the date, reason, parent/guardian signature and phone number for verification. The note should be turned in to the attendance clerk in the cafeteria prior to the beginning of the school day or to the office after 8:30am.

EXCESSIVE ABSENCES

Policy:

Chronic absenteeism affects a student's ability to learn and succeed in school. School approved field trips/activities, medically documented absences, and suspensions will NOT count toward excessive absences. If a student has a serious medical or legal problem, the student's parent/guardian should notify the student's counselor. The school will attempt to call parents/guardians when a student is absent from school.

Procedures:

1. For students under the age of 16 – a letter will be sent to the parents when the student has missed 3, 5 and 7 days and the social worker will be notified as well as the courts.
2. For students 16 years and over – excessive unexcused absences and failing grades may result in the student being withdrawn from school. Students with ten consecutive absences and failing grades will be withdrawn.

CHECK OUTS

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

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

Policy:

1. The office can only accept notes (which will be verified) or contact with the parent/guardian for student check out. Identification is required by Jackson County High School before a student will be called out of class.
2. ONLY people listed on the **Parental Consent Form** are permitted to check out students. In emergency situations if the parent/guardian cannot be contacted the office will call in chronological order the individuals listed.
3. Students are not allowed to call for check out except from the front office.
4. Students will not be allowed to call for check out unless they are visibly ill.

Procedures:

1. The student must take his/her checkout note to the cafeteria between 7:50 am and 8:05 am. The note must have a date, time of check out, reason, parent signature, and parent phone number. Parent notes will not be accepted after the start of school unless approved by an administrator.
2. A checkout slip will be issued to the student. When it is time to check out, the student will have his/her classroom teacher sign the slip and the student will go to the front office, drop off his/her checkout slip, sign out, and depart the campus immediately. Under no circumstances are students to remain on campus after checking out of school.
3. If the student returns the same day, the student must report to the office to pick up an admit slip.

COLLEGE/MILITARY VISITATION ABSENCES

Policy:

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

Procedures:

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

ELIGIBILITY

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

TARDY TO 1st PERIOD and/or LATE TO SCHOOL

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

Procedures: Students arriving after the start of school must report to the café until 8:05 am and the front office any other time for a check in note. Any student arriving after the start of school is considered Tardy/Late to school.

TARDY TO ALL OTHER CLASSES

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

NOTE: Individual teachers may have additional requirements concerning what constitutes a tardy in their class and are the responsibility of the student to follow.

Procedure: Students arriving late to class without an excuse from school personnel will be marked tardy to class. Three tardies to the same class in one-semester results in after school detention. Every tardy over three to the same class in one-semester will result in disciplinary action and loss of exam exemption.

Students, who are more than five minutes late to any class without an excuse from school personnel, should be sent to the office for an admit slip and will be placed on parental suspension.

TRUANCY

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

DISCIPLINE

STUDENT EXPECTATIONS AND OBLIGATIONS

Our students are active learners in meeting our school's goals of excellence. The following outlines the expectations our students should have of their school and its staff. It also lists the responsibilities which our students should have towards their school and its staff.

Student expectations:

- The best possible educational opportunities.
- A staff which is sensitive and responsive to the individual needs of students.
- Fair and just treatment from other students and staff members.

Student obligations:

- Diligence and sustained effort by students in their school work and activities.
- Respect for themselves, others students, the staff and school property.
- Behavior which will be a credit to themselves and to staff members

STUDENT BEHAVIOR

STUDENT BEHAVIOR

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

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

UNACCEPTABLE BEHAVIOR

1. Any student possessing/using drugs will be suspended out of school for the remainder of the semester. Any student distributing drugs and repeat drug offenders will face permanent expulsion. Legal authorities will be notified.
2. Theft of school or personal property.
3. Verbal or physical threat or physical action (fighting) against a person. Anyone involved in a physical fight, regardless of who "started" the fight, is subject to a minimum out-of-school suspension of three to ten days and must participate in peer mediation upon return to school. Chronic offenders are subject to being placed in the Alternative School.
4. Wagering or betting on the outcome of an activity.
5. Deliberate destruction or damage to school or personal property.
6. Inappropriate display of affection, dress or appearance.
7. Inappropriate behavior including, fighting, pushing, shoving, or yelling.
8. Running in the hall.
9. Failure to follow school or transportation rules.
10. Igniting matches when not a part of instructional program.
11. Selling unauthorized articles.
12. Failure of student to give staff correct name.
13. Failure to attend scheduled classes while on campus.
14. Failure to follow the proper procedures for checking out or checking in late.

15. Failure to attend detention or Saturday School.
16. Entering the student parking lot without permission.
17. Missing school without prior consent of parent or guardian.
18. Abuse of fire alarm system.
19. Electronic devices visible and/or not turned off during restricted times (see Electronic Devices, page 10).
20. Gang/Gang-Related activity.

A student may be suspended for any act enumerated in this section as it relates to school activities or attendance to include, but not limited to, while on school grounds, going to or coming from school, and while going to, during, or coming from a school sponsored activity. Violations of the Code of Conduct or an offense of a violent nature could result in long-term suspension, assignment to the alternative school, or recommendation for expulsion.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive and age appropriate discipline process. The degree of discipline imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

STUDENT DRESS AND GROOMING

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

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

DRESS CODE

Clothing or grooming that disrupts school or a school function is NOT allowed. Administrators may REFUSE ADMISSION to class or to school to any student who is in violation of the dress code. Students will lose the exam exemption if they violate the dress code. Dress code guidelines include, but are not limited to:

Students are NOT permitted to wear:

- Shorts, pants, jeans, or cut-offs with holes 4 inches above the knee. Leggings, footless tights, or other under garments may NOT be used to meet requirements.
- Shirts which extend past the fingertips, when arms are extended by your side, must be tucked in.
- Sun dresses of any type, shorts, and skirts, with slits more than four inches above the front or back of the knee. Leggings, footless tights, or other under garments may NOT be used to meet hemline requirements.
- Sleeveless shirts. All clothing should be non-revealing in the chest area and midriff area whether standing or sitting.
- See-through clothing that shows straps or under garments, and clothing that is too tight.
- Backs should be covered from neck to the waist.
- Undergarments must not be visible.
- Hats, handkerchiefs, head coverings or head bands.
- Sunglasses inside the building, to include worn on the head.
- PE clothing except during physical education activities.
- Chains over 6 inches in length.
- Pants that sag and do not go up to the waist.
- Trench coats and body length coats.
- Body piercing except in the ears.
- Blankets and coats wrapped around the body.

- Sleep attire including flannel sleep pants, nylon pajamas and bedroom shoes/slippers.
- Clothing or personal belongings displaying drugs, gangs, racial or sexual connotations, alcohol, tobacco, double meanings or inappropriate slogans.

In determining whether student dress is racially or sexually offensive, school administrators shall apply the following criteria:

- 1) The student's purpose in wearing the clothing;
- 2) The symbol or words on the clothing in the context of all other words or symbols or images on the clothing;
- 3) The reaction of other students to the clothing;
- 4) Whether the clothing materially interferes with the work of the school or impinges upon the rights of other students or staff.

In matters concerning the dress code, conservative, established common sense style shall be the criteria and administrative judgment shall govern the application of all such matters.

PROM, HOMECOMING, DANCE, SENIOR HONOR'S NIGHT, & GRADUATION DRESS CODE

Acceptable dress clothes and shoes are required. No jeans or t-shirts of any color or type may be worn.

BUS RULES FOR STUDENTS

BUS TRANSPORTATION

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

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

BUS RULES

- Stay in your seat. Students should remain seated, facing the front of the bus at all times. Do not sit on books or bags. Keep all your belongings in your hands at all times. Do not move from one seat to another. Get in your seat quickly and stay there until the bus has completely stopped at your stop. Do not kneel or stand on your seat. Keep your feet and legs out of the aisle.
- Cooperate with the driver. Follow the driver's instructions without argument.
- Fighting is forbidden. Fighting includes any manner of threatening, hitting, kicking, pushing, punching, pinching, spitting, etc.; any physical action aimed at another – whether in anger or in play.
- Profanity. Conversations or use of vulgar language pertaining to sex, drugs, drinking, etc. will not be permitted.
- Tobacco/Drugs/Alcohol. Use or possession of tobacco, drugs or alcohol is forbidden.
- Windows. Keep your head, hands, and arms – everything – away from open windows. NEVER put anything into or out of bus windows. NEVER yell or talk to others out of windows, nor do anything that might cause another to approach the side of the bus. It is a violation of local, State and Federal laws to throw anything out of the vehicle.
- Throwing objects. Do not throw anything in or out of the bus.
- Disrespect of driver. Do not argue with or "talk back" to the driver. Matters of discipline or problems will never be discussed with students or parents while the bus is in operation.
- Unnecessary noise. Talk quietly with those near you. Make no other noises of any kind. Do not play radios or tapes. At railroad crossings, maintain absolute silence until the bus is safely across the tracks.
- Vandalism. Do not scratch, cut or write on seats, walls, floors, etc. Keep your fingers and hands off the windows.

- Forbidden items. Items forbidden on the bus include, but are not limited to the following: insects, birds, reptiles, animals (dead or alive); glass bottles, jars or vases. Cans, knives, toys, cigarettes, matches or lighters; nor anything else that might spill, break, or cause injury. Students who are in possession of such items on the bus will be held responsible.
- Eating/Drinking. Eating and/or drinking on the school bus are forbidden. This includes any form of candy.

DISCIPLINARY DEFINITIONS

ABUSIVE SUBSTANCES

Sale of or attempting to sell or transmit abusive substances on school property, or while attending a school function will result in a Hearing and immediate suspension with notification of parents along with probable recommendation for long-term suspension and/or expulsion.

Actual or attempted possession of, use of, or under the influence of abusive substances on school property or while attending a school function, or having possession of drug paraphernalia or drug-related objects will result in a Hearing and immediate suspension with notification of parents. Legal authorities will be notified in cases involving drugs. Legal authorities may be notified in cases involving alcohol. Probable recommendation for long-term suspension and/or expulsion.

With an offence of unauthorized use or possession of over-the-counter or prescription drugs, the penalty will be at the discretion of the principal, depending on the circumstances. Possible removal from the school setting, pending a discipline hearing.

ALTERNATIVE SCHOOL PLACEMENT

Student is removed from Jackson County High School and placed in the Gordon Street Alternative School for a specified period of time.

BULLYING

An act which occurs on school property, on school vehicles, at designated school bus stops, at school related functions or activities, or by the use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:

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

Procedures shall be developed at each school encouraging a teacher or other school employee, student, parents, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his/her personal judgment and discretion, believes he/she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Once bullying has been reported, school officials shall begin a thorough investigation within a 24 hour period. This process shall include the alleged perpetrator, the victim, witnesses, relevant faculty members, and video surveillance if available.

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

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

CONTRABAND

Tobacco, drugs, and alcoholic beverages are not permitted in school or at school sponsored activities. Violators are subject to severe disciplinary action, including expulsion from school. Contraband includes, but is not limited to, any item that can reasonably be considered a disruption such as hats, scarves, combs, head phones. Items will be confiscated and returned at the end of the semester to a parent/guardian.

DETENTION

A thirty-minute supervised study time for students who have excessive tardies to class and/or have demonstrated inappropriate behavior in the classroom. Detention is held Tuesday (E-11), Wednesday (C-9) and Thursday (B-8) from 3:20 until 3:50 pm. Students arriving late will not be admitted and will be marked absent. Students absent from detention will be assigned ISS. Detention is rescheduled through the front office for students checking out of school due to illness, doctor/dentist appointments, etc. and must be rescheduled prior to the time to be served. Requests after the fact will not be considered. Student's assigned detention will not lose their exam exemption status.

EXPULSION

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

IN-SCHOOL-SUSPENSION

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

OUT OF SCHOOL SUSPENSION

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

PARENTAL SUSPENSION

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

PRIMARY AGGRESSOR

The person who initiates, incites or causes a course of action against another individual or individuals which leads to a disruption of the normal school day.

SATURDAY SCHOOL

A rigidly controlled student work program held on designated Saturdays from 8:30 am until 12:30 pm. It is a choice offered to some students as an alternative to selected types of disciplinary actions. And because it is an alternative disciplinary action chosen by the student and not an assigned disciplinary action, students who miss the assigned date for any reason will receive 3 to 5 days of ISS. Students arriving late to SS will not be admitted and considered absent. Students should come dressed to work. All requests for rescheduling SS must be approved prior to the date to be served. Requests after the fact will not be considered.

SEXUAL BATTERY

Sexual battery is classified as a crime and is defined as intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. All instances will be reported to the legal authorities.

SEXUAL HARASSMENT

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

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

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

STUDENT PEER SEXUAL HARASSMENT

Student reports of sexual harassment by other students will be taken seriously and dealt with in a firm and sensitive manner. Such incidents will not be tolerated since they lead to the existence of a hostile and uncomfortable school environment. Student reports of sexual harassment by peers should be referred to school administrators for disciplinary action. Based on the circumstances, administrators will determine the course of action and consequences to include, but not limited to, parental suspension, and out-of-school suspension. Three incidents of sexual harassment will result in assignment to the alternative school, and/or expulsion.

STUDENT RACIAL HARASSMENT

Student reports of racial harassment by other students will not be tolerated and will be dealt with in a firm manner. Such incidents will not be tolerated since they lead to the existence of a hostile and uncomfortable school environment. Student reports of racial harassment by peers should be referred to school administrators for disciplinary action. Based on the circumstances, administrators will determine the course of action and consequences.

TARDY TO CLASS

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

- 1st through 5th Tardy** – Warning
- 6th Tardy** – 1 detention, parent call
- 7th Tardy** – 2 detentions, parent call
- 8th Tardy** – 2 days of In School Suspension (ISS)
- 9th Tardy** – Parental Suspension, loss of parking for 5 days

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

USE OF TOBACCO

In accordance with Jackson County Board of Education Policy, the possession of tobacco in any forms is prohibited anywhere on school property. Students in violation of this offense are subject to out-of-school suspension.

VERBAL ASSAULT

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

WEAPONS NOTICE

Effective July 1, 1999 state law makes it a felony for any person to carry, possess, or have under such person's control while at a school building, school function, or school property, or on a bus or other transportation furnished by the school, any weapon or explosive compound. The term "weapon" means and includes any pistol, revolver, or weapon designed or intended to propel a missile of any kind, any dirk, bowie knife, switchblade knife, ballistic

knife, any other knife, straight-edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, in which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind. Refer to the Jackson County Schools Code of Conduct for additional information. Students in violation of this offense are subject to expulsion from Jackson County Schools

CRIMES DEFINED

The following terms are defined below so that every student will understand that certain behaviors can be classified as crimes and the consequences can be quite serious. We hope to better inform our students so they can make wise decisions and avoid becoming involved in any criminal activity.

Affray: An affray is the fighting by two or more persons in a public place.

Battery: A person commits the offense of battery when he or she intentionally causes substantial physical harm or visible bodily harm to another.

Sexual Battery: A person commits sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

Theft by Taking: A person commits the offense of theft by taking where he or she unlawfully takes or is in lawful possession thereof, or unlawfully appropriates any property of another with the intention of depriving him or her of the property.

Aggravated Assault: A person commits aggravated assault when he or she assaults with a deadly weapon or with any object with the likely to or actually resulting in serious bodily injury.

COUNSELING

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

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

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

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

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

A – L: Ms. Hanzel
M – Z: Ms. McCutcheon

APPOINTMENTS

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

JOINT ENROLLMENT/ACCEL PROGRAM

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

Students who are participating in programs at secondary schools through joint-enrollment or the Accel programs are fully bona fide students enrolled at Jackson County high schools. As such, they maintain all the rights and privileges of any other student except that to be named valedictorian or salutatorian, the student must have been enrolled and attended classes on the Jackson County High School campuses full time for a minimum of two full semesters, and be enrolled at Jackson County High School for the full two semesters of his/her senior year.

TRANSCRIPT REQUESTS

A transcript consists of a copy of the student's cumulative grades and the scores on the ACT, SAT PSAT, and Graduation Tests. To send a transcript to another institution a student must complete a transcript request form and turn it in to the Registrar Ms. Faulkner or submit the request form on www.pantherhelp.com. It is recommended that the request be submitted at least two weeks before any deadline.

WITHDRAWAL PROCEDURE

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

EXTRACURRICULAR ACTIVITIES

ATHLETIC

Athletic Director – 706-367-5003 ext 262

Jackson County High School offers a variety of extracurricular activities in which a student can participate. A student must follow GHSA and Jackson County High School guidelines to participate in a sport. In order to compete, a student must have passed at least three subjects the proceeding semester and be on track for graduation. Incoming 9th graders are eligible immediately, but must meet GHSA requirements to be eligible to compete second semester. Students who lose eligibility by not meeting the "On Track" requirements at the beginning of the year may regain eligibility during the school year by accumulating the units required at the end of a semester and passing the required subjects the previous semester.

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

- 10th Graders – 5 units
- 11th Graders – 11 units
- 12th Graders – 17 units

FALL SPORTS

Cheerleading, Cross-Country, Football, Softball and Volleyball

WINTER SPORTS

Basketball, Cheerleading, Wrestling

SPRING SPORTS

Baseball, Golf, Soccer, Tennis, and Track

STUDENT ORGANIZATIONS

Jackson County High School is not just limited to providing four classes a day for students. The faculty is committed to providing students with opportunities to participate in a diverse array of student activities, which will promote their intellectual and social growth and development. To accomplish this goal, Jackson County High School provides a number of clubs, activities and student publications.

- **CERTUS BANK STUDENT BOARD OF DIRECTORS:** The Bank Student Advisory Board consists of students from each of the county's high schools who are interested in careers in banking and finance. The Board meets monthly for bank tours, guest speakers, and related activities
 - Advisors: Smith
- **ACADEMIC TEAM:** The academic team is open to students from any grade level. The academic team participates in competitions against other high schools.
 - Advisor: Strickland
- **ANIME CLUB:**
 - Advisor: McCrory
- **ART CLUB:** Art Club is open to any student at JCCHS interested in exploring more about the visual arts. You do not have to currently be taking an art class to get involved. Activities include, but not limited to: Field trips to museums and exhibitions, face painting at events, mural paintings, hosting exhibitions, fundraisers, meeting local artists, and having extra studio time to practice art techniques.
 - Advisor: C. Colley

- **ART NATIONAL HONOR SOCIETY:** National Art Honor Society supports the needs of artistically gifted school-age young people. NAHS provides opportunities for young artists to share their abilities through exhibitions, art-related community service, and leadership, while fostering knowledge of career opportunities and scholarships in the visual arts field. Open to 10th-12th grade students at JCCHS who meet specific academic requirements. Activities include the same as art club, as well as the NAHS State Convention and Induction Ceremony.
 - Advisor: C. Colley
- **BAND:** See Fine Arts
 - Advisor: M. Adams
- **BETA CLUB:** The National Beta Club is a leadership and service organization open to sophomores, juniors, and seniors. Requirements to join the Beta Club are to have and maintain a 90 average, exemplary conduct (i.e. no discipline referrals), and participation in mandatory service projects/activities.
 - Advisors: Carney/Hamburg
- **CHORUS:** See Fine Arts
 - Advisor: Maddox
- **CONFLICT MANAGEMENT:** The Conflict Management Team is a program available to all students who want to avoid problems or discipline by using mediation. Any conflict which has not reached a physical confrontation may be referred to the CMT. Referrals are made by anyone.
 - Advisor: McCutcheon
- **DRAMA CLUB:** is open to all students at JCCHS. All Drama club members will be invited to participate in all drama related activities including the State One-Act Competition held during the fall semester.
 - Advisor: B. Roberts
- **ELECTRIC VEHICLE CLUB:** Open to all interested and dedicated students. Club meets weekly to work on vehicles & to prepare for state competitions.
 - Advisors: Harris
- **FBLA:** See Vocational Clubs
 - Advisors: Beatty
- **FCA:** Is the Fellowship of Christian Athletes and is a campus group for coaches and students where Bible study, prayer support, discipleship and outreach opportunities can be experienced.
 - Advisors: Prescott/Ridgway
- **FCCLA:** See Vocational Clubs
 - Advisors: Black/K. Williams
- **FFA:** See Vocational Clubs
 - Advisors: Buchanan / Wilson
- **FRENCH CLUB:** Students who are currently in a French class or registered for a French class may participate.
 - Advisor: Ruffin
- **HOMECOMING COMMITTEE:** Committee responsible for planning homecoming activities.
 - Advisors: Black/Calloway/Land/A. Powers/K. Williams
- **HOSA:** See Vocational Clubs
 - Advisor: Shirley
- **INTERNATIONAL THESPIAN SOCIETY:** The International Thespian Society, the honorary society for high school theatre students. Through involvement in the JCCHS Drama Club, better known as The Lofty Outside Inside The Box Players, students can participate in all drama productions and theatre events while earning their Induction Points.
 - Advisor: B. Roberts
- **JC READS:** Is a club whose goal is to get the JCCHS student body interested in reading by selecting an entertaining and enjoyable read for the class body as well as teachers and staff to read at the same time. The club selects books for the student body to vote on and organizes book discussion groups as well as movie nights.
 - Advisor: Peterson
- **ROTC:** Is a leadership and citizenship organization that provides students an opportunity to be better citizens. It has no affiliation with the military for students and no obligation for students to join the military. Activities include: Color Guard, Honor Guard, Rifle Team, Saber Team, Drill Team and Raider Team activities membership restricted to ROTC students; practices after school on interscholastic competition and drills.
 - Advisors: Higgins/Thompson

- **LITERARY MAGAZINE:** The Literary Magazine staff advertises, collects, analyzes and selects appropriate writing and art documents to be published in Panther's Paws JCCHS's literary magazine.
 - Advisor: Shelton
- **MATH CLUB:** Students will explore a wide range of mathematics not usually covered in class and will compete in several competitions with other schools in a variety of topics within mathematics.
 - Advisor: Poe
- **NATIONAL FRENCH HONOR SOCIETY:** Membership is available to students who are enrolled in French II or French III and who meet established national academic requirements.
 - Advisor: Ruffin
- **NATIONAL HONOR SOCIETY:** A leadership and service organization open to sophomores, juniors, and seniors. Requirements to join the National Honor Society are to have and maintain a 95 average, exemplary conduct (i.e. no discipline referrals) and participation in mandatory service projects/activities.
 - Advisor: H. Harris
- **PHILOSOPHY CLUB:**
 - Advisor: McCrory
- **PHOTOGRAPHY CLUB:** The Photography Club is a place where members can cultivate skill in the creative and technical areas of photography.
 - Advisor: LaBarge
- **PROM COMMITTEE:** A committee of juniors who are responsible for planning the senior prom throughout spring semester. The committee decides on the theme and decorations in addition to handling ticket sales & setting up for prom.
 - Advisors: Seagraves/Edge
- **RING COMMITTEE:**
 - Advisors: Casper / P. Williams
- **SADD:** Students helping students make positive decisions about challenges in their everyday lives. All students welcome.
 - Advisor: Peterson
- **SCHOOL NEWSPAPER:** This club will assist the Journalism class in producing the upcoming school newspaper. It involves interviewing, writing, editing, discussing ideas, photography, advertising/marketing and other journalistic responsibilities
 - Advisor: Peterson
- **SCIENCE OLYMPIAD:**
 - Advisors: Koenig
- **SKILLS USA:** (see Vocational Clubs)
 - Advisors: Holtzclaw/Wilbanks
- **SPANISH CLUB:** Goals are to enhance Spanish language skills and cultural awareness through club activities (monthly meetings, fund raisers, restaurant tours and a field trip to St. Augustine, Florida). Membership requirements are one year of Spanish and/or enrollment in a Spanish language course, participation and annual dues.
 - Advisors: Read / Urdanivia-English
- **SPANISH HONOR SOCIETY:** A national organization that honors academic excellence in Spanish classes. Students must receive an "A" in two years of Spanish classes. Membership is \$8.00.
 - Advisors: Read / Urdanivia-English
- **STUDENT ADVISORY COUNCIL:**
 - Advisors:
- **STUDENT COUNCIL:**
 - Advisors:
- **TRI-M**
 - Advisor: Adams
- **Y CLUB:** An interdenominational Christian organization affiliated with the YMCA.
 - Advisors: Prescott / Waldrup / McCutcheon
- **YEARBOOK:** Prerequisites include Word Processing or Computer Applications and Desktop Publishing.
 - Advisor: Bridwell

VOCATIONAL CLUBS

Vocational Director: Mr. Shultz

- **FBLA:** A national student organization for students preparing for careers in business. FBLA prepares students for "real world" professional experiences. Members gain the competitive edge for college and career success and membership is open to anyone grades 9-12. FBLA provides innovative leadership and career development opportunities. Students do not have to be enrolled in Business Education classes to be a member.
- **FCCLA:** Family and Consumer Science Education is a national organization that helps students become leaders and address important personal, family, work, and societal issues through family and consumer science education. It is open to all students in grades 9-12. FCCLA members do not have to be currently enrolled in a FACS class.
- **FFA:** FFA is open to all agriculture students and allows students to compete at the local, state and national level.
- **HOSA:** Health Occupations Students of America is a health care student organization. It is open to students who are or have been enrolled in a HSTE program.
- **NATIONAL TECHNICAL HONOR SOCIETY:** A national honor society for students who excel in academic and career/technical courses and who are actively involved in student government, career/technical student organizations, civic, and/or service organization(s).
- **SKILLS USA-VICA Skills:** A career/technical student organization that provides quality education experiences for students in leadership, teamwork, citizenship and character development. Skills USA also promotes understanding of the free enterprise system and involvement in community service activities. Students will have the opportunity to compete regionally, state-wide, and nationally.
- **WORK-BASED LEARNING:** Is a program designed for students with a definitive career goal who leave school to apprentice at a work site. The WBL coordinator can assist students with job placement within the local community or students may find an approved work site on their own. WBL is limited to juniors and seniors. Any student interested in participating in WBL needs to see the WBL coordinator for an application.

FINE ARTS

- **BANDS:** Director: Mr. Adams
 - COLOR GUARD
 - CONCERT BAND
 - JAZZ BAND
 - MARCHING BAND
 - PEP BAND
- **CHORUS:** Director: Mr. Maddox
 - ADVANCED CHORUS
 - FRESHMAN CHORUS
 - WOMEN'S CHORUS

PARENTS AND STUDENTS

AMERICAN DISABILITIES ACT

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

BULLYING PROHIBITED

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

COMPLAINTS AND GRIEVANCES

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

P.L.93-380

Jackson County Comprehensive High School abides by the rules established by the Family Educational Rights and Privacy Act of the United States. Educational records are not disclosed to others without prior consent of the student (if 18 or older) or by a parent/guardian of the student except for the following:

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

GENDER EQUITY NONDISCRIMINATION NOTICE

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

NON-DISCRIMINATION NOTICE

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

THREATS OF VIOLENCE

It is the policy of the Jackson County Board of Education to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life or safety of students and/or staff will be regarded and treated seriously. Any student who receives information concerning such a threat should immediately report that information to a school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

WEAPONS NOTICE

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

HIGH SCHOOL GRADUATION INFORMATION

GRADUATION REQUIREMENTS

The Georgia State Board of Education and the Jackson County Board of Education have established core curriculum that must be completed for graduation. Graduation requirements are based on the date a student entered high school. Students are given a pamphlet describing graduation requirements during advisement. Additionally, students or parents may obtain a copy of requirements at any time in the counseling office. Seniors are required to pay a \$20.00 graduation fee for diplomas, diploma covers, graduation programs, and other associated expenses. This fee is collected in the spring.

No Child Left Behind Statute

In compliance with the requirements of the No Child Left Behind statute, the Jackson County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

4. Certification;
5. College major/graduate certification or degree held by the teacher;
6. Qualification of the paraprofessional, if paraprofessional services are provided.

If you wish to request information concerning the qualifications of your child's teacher, please contact the principal at 706-367-5003.