

Jasper County High School

2016-2017

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Home of the Hurricanes!



Full S.T.E.A.M. Ahead: 60 Years of Academic Excellence (1957-2017)

Student/Parent Handbook

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Instructional Calendar 2016-2017

2016-2017 Calendar (178 Instructional Days/186 Days for Teachers)

- P Progress Reports
- R Report Cards
- H Holiday (all students and staff)
- PP Planning Professional Days (Student Holiday)
- PC Parent Conferences (Early Release Day for Students)
- #/PP Planning Professional Days (Early Release Day for Students)

July 2016							August 2016							September 2016							October 2016								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
					1	2			1	2	3	4	5	6						1	2	3	2	3	4	5	6	7	8

November 2016							December 2016							January 2017							February 2017							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	

March 2017							April 2017							May 2017							June 2017							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	

Jasper County High School Student Handbook

The complete Jasper County School System Handbook can be found on the JCHS website. If you wish a printed copy, please contact the school office and one will be provided.

MISSION STATEMENT

Our mission is to provide optimal conditions for student's learning the knowledge and skills required to prepare them for future opportunities, while emphasizing the importance of Integrity, self-sufficiency and respect.

BELIEF STATEMENTS

1. The stakeholders of Jasper County High School, encompassing students, teachers, parents, staff, administrators, and community members, should share in the accountability for increased student achievement.
2. Fine arts, technical career clusters, physical education, and extracurricular activities are essential to an enriched academic experience.
3. Relevant instructional strategies that reflect student's needs and diversity are necessary.
4. Technology should be an integral part of the educational process.
5. A broad range of assessments should be used in monitoring students' progress and for improving instruction.

JCHS PROCEDURES

This Student-Parent Handbook contains and describes many of the operating procedures that must be followed by all students if the school is to operate efficiently and effectively. The appropriate school personnel will interpret and enforce these procedures. To ensure that the students know what is expected of them in the daily operation of the school, this handbook is taught and reviewed during the first days of school. Students and parents will be given an acknowledgment to sign and return to school. Please assist your student in getting off to a good start by helping with this assignment.

CHANGE OF ADDRESS/PHONE NUMBER

It is the parent/guardian's responsibility to inform the school of address changes and phone number changes. Changes of address/phone number forms are available in the front office. A valid ID must be presented when making any changes to student record information.

VISITATION

Parents are welcome and encouraged to visit their student's classroom. Parents must contact an administrator of the school prior to your arrival so that we can be sure that it is an appropriate time for you to observe classroom instruction (no testing and/or variations in the daily schedule). **Parents and/or guardians are the only visitors allowed with the student unless otherwise previously approved by the administration.**

SCHEDULING APPOINTMENTS

The faculty of Jasper County High School welcomes the opportunity to discuss classroom performance, behavior or any other topic with students and parents. Conferences with a teachers should be scheduled through the Guidance Department secretary. Conferences with administrators should be scheduled with the individual administrator. **Teachers and administrators may not be available for drop-in conferences.** Appointments will be made at a time that is convenient for everyone involved. Appointments will not be made at a time that interferes with instructional activities. Conferences may be held before school, after school or during the teacher's planning period.

HOURS OF OPERATION AND BELL SCHEDULE

Jasper County High School 2016-2017 *(Revised 6-18-16)*

Regular Schedule A (55 minute periods)

Breakfast	7:45 a.m. – 8:05 a.m.	
1	8:10 a.m. – 9:10 a.m.	Added 5 minutes/announcements
2	9:15 a.m. – 10:10 a.m.	
3	10:15 a.m. – 11:10 a.m.	
4	11:15 a.m. – 12:40 p.m.	
	Lunch A	11:15 a.m. – 11:45 a.m.
	Lunch B	12:10 p.m. – 12:40 p.m.
5	12:45 p.m. – 1:40 p.m.	
6	1:45 p.m. – 2:40 p.m.	
7	2:45 p.m. – until released by administration	

Advisement Schedule B (50 minute periods)
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Breakfast	7:45 a.m. – 8:05 a.m.	
1	8:10 a.m. – 9:00 a.m.	
2	9:05 a.m. – 9:55 a.m.	
Advisement	10:00 a.m. – 10:40 a.m.	
3	10:45 a.m. – 11:35 a.m.	
4	11:40 a.m. – 1:00 p.m.	
	Lunch A	11:40 a.m. – 12:10 p.m.
	Lunch B	12:25 p.m. – 12:55 p.m.
5	1:00 p.m. – 1:50 p.m.	
6	1:55 p.m. – 2:45 p.m.	
7	2:50 p.m. – until released by administration	

Afternoon Assembly Schedule C (50 min periods)

Breakfast	7:45 a.m. – 8:05 a.m.	
1	8:10 a.m. – 9:00 a.m.	
2	9:05 a.m. – 9:55 a.m.	
3	10:00 – 10:50 a.m.	
4	10:55 – 11:45 a.m.	
5	11:50 a.m. – 1:20 p.m.	
	Lunch A	11:50 a.m. – 12:20 p.m.
	Lunch B	12:35 p.m. – 1:05 p.m.
6	1:10 p.m. – 2:00 p.m.	
7	2:05 p.m. – 2:55 p.m.	
Assembly	3:00 p.m. – 3:40 p.m.	

STUDENT RESPONSIBILITIES

Lockers

Lockers for incoming ninth graders *may be* available during Jump Start. If not, they along with all other students will receive their lockers during the first week of school. Lockers are available for any student **for a \$5 fee**. After the start of school for any locker problems and/or to get a replacement combination please report to the main office. The use of lockers is voluntary and restricted to the use of **one and only one assigned student**. Students who share a locker may be evicted from the locker and the locker will be reassigned (See Locker Agreements at the end of this handbook).

The school does not accept any responsibility for any property kept in the locker. Students should always leave his/her locker locked. **The school is not responsible for your property and will not use administrative time to recover lost or stolen items.** Locker combinations are available in the Main Office for a nominal charge.

Students are expected to keep lockers neat and clean at all times. *The student should not write in the locker, put stickers on the locker or otherwise deface the interior/exterior of the locker.* Students are encouraged to clean out lockers regularly. The student is responsible for any damage to the locker and for the full cost of repairing or repainting the locker.

Lockers are the property of JCHS and are subject to unannounced search at any time. School officials will conduct a locker search whenever there is a reasonable suspicion that any material, illegal and/or detrimental, may be contained in a locker. Additionally, random locker searches with drug detection dogs may occur during the school year.

Appropriate Waiting Areas

When students arrive at school in the morning they are to enter the school and report directly to the gym or commons area. Students arriving late should report to the attendance office. They will remain there until released by the faculty members on duty. During the breakfast and lunch periods, the classroom portion of the JCHS facility is closed to the students. Restrooms in the front hallway towards the bus ramp are for use during lunch and breakfast.

Medications

All medications other than the exceptions listed in these guidelines, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of the school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines shall be subject to the discipline set forth in the Code of Conduct and/or the school's Progressive Discipline Plan.

Certain medical diagnoses might require students to carry inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. In order for a student to carry these on his/her person, medical documentation and/or parent/guardian permission is necessary. This permission/documentation must be turned in to the main office. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

Parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication. In order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district

and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

Student Driving

Students are expected to drive in a safe manner while on the campus. A student must be 16 years old and possess a valid Georgia driver's license or be accompanied by an adult over the age of 21 when driving on campus. Students will need documentation that demonstrates they have met all requirements set forth by the DDS. This includes the ADAP card for obtaining a drivers license. *GA LAW PROHIBITS the recognition of any out-of-state ADAP courses.* Students must also adhere to current DDS attendance requirements. Required documents can be obtained in the front office with the **completion of a request form and a fee of \$1**. Allow **three business days** for the preparation of these documents.

Student Parking

To be eligible to park on the JCHS campus, the student must a) be at least 16 years old, b) have a valid Georgia driver's license and proof of insurance, and c) have passed at least 5 courses the previous semester. **Automobiles parked on school property are subject to search by school officials.**

The following procedures must be followed:

- Report to the Main Office with a valid **Georgia driver's license, proof of insurance and a \$35.00 fee.**
- Receive a parking permit for one assigned space.
- Park only in the assigned space. **ILLEGAL PARKING ON CAMPUS WILL RESULT IN DISCIPLINARY ACTION AND MAY RESULT IN HAVING YOUR CAR TOWED (at owner's expense) or BOOTED (a fee of \$35.00 will be required for boot to be removed).**
- While on campus or leaving campus, the student must operate the vehicle in a safe manner. The speed limit on campus is 10mph.
- The school is not responsible for theft or vandalism of vehicles parked on campus.
- Students are to lock their vehicles when they arrive on campus and promptly exit the vehicle and proceed into the building. Students are not allowed to return to the parking lot without permission from an administrator.
- Students may be denied the privilege of parking on school property if, a) they do not follow safe and appropriate driving procedures, b) they accumulate more than 5 unexcused absences or 5 tardies per semester, c) an administrator determines disciplinary action should be taken.

Student Drop-Off and Pick-Up

Many students are delivered to the school by means other than a school bus. Students should be dropped off at the student parking entrance to the building. Please avoid the bus access points like the main upper drive.

If a student's ride needs to conduct business in the building, they are to park in one of the visitor spaces provided in the front parking lot. **Please refrain from parking in the loop directly in front of the building as this is a violation of fire/emergency codes.**

Confiscated Items

Inappropriate items that are confiscated by the staff of JCHS will be taken to the front office and logged into the confiscated property book. Items will be stored in a secure location on campus. Parents should contact the school to discuss the inappropriate item and, if applicable, to arrange pick-up of these items with school personnel.

Fines and Fees

Students must clear all fines/fees annually. No student is allowed to participate in graduation ceremonies unless all fines/fees are cleared. *Checks are not accepted.*

Fines and Privilege Fees:

Lost or forgotten locker combination	\$1.00
Gym Locker Fee	\$5.00
Parking Decal	\$35
Library late Fees	\$.05 per book per day
Improper Parking	\$35.00 <i>Car Towed at Owners Expense</i>
Department of Driving Services Documents	\$1.00
Junior/Senior Dues	\$25, \$35, \$45 <i>based on deadlines</i>

Flowers and Gifts

JCHS does not accept deliveries for students. Students cannot carry any gifts (balloons, flowers, stuffed animals) with them around campus that could disrupt the classroom.

Pledge of Allegiance and Moment of Silence

Each student at Jasper County High School shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America. Those students who wish to recite the Pledge will stand, salute the flag and recite the Pledge in unison. Those who do not wish to recite the Pledge will stand and remain silent. Each student at Jasper County High School shall be afforded the opportunity for a moment of silent reflection.

Textbooks

The care of textbooks is the responsibility of the student to whom they are issued. Any unnecessary abuse or loss of the textbook must be paid by the student. Lost book fees are based on replacement cost as per the current year's textbook prices. **Students who lose textbooks will not be issued an additional text until payment for the original book is received.** When withdrawing from school during the school year, students must return all textbooks and other school-owned property on the day of withdrawal. If school-owned material is not returned within ten (10) calendar days of the withdrawal date further action will be taken by the school to obtain the fines and/or materials.

Cafeteria Procedures

Lunch and breakfast are served to students daily. Applications for free and reduced meals are made available to all students at the beginning of the school year and should be completed and returned promptly. Students may either eat a school lunch or bring a lunch from home. **All students are to remain seated in the cafeteria during their lunch period. Students are not allowed on the academic halls during lunch.**

JCHS has a free breakfast program. Breakfast is served until 8:10 a.m. each morning in the cafeteria. Eating breakfast and lunch is not and will not be an acceptable reason for being tardy. Students should be courteous and cooperative during breakfast and lunch. Inappropriate behavior in the lunch lines and the cafeteria is unacceptable. No food may be removed from the cafeteria. Cleanliness of the cafeteria is of utmost importance to all of us! Please put your trash in the trash cans. Excess noise and misbehavior will result in disciplinary action.

Each student is assigned to a specific lunch period through the student's schedule. Students will enter the cafeteria and take a seat at a table and wait to be called to the serving line. Students bringing their

lunches from home or those reporting to the library for lunch should proceed to the nearest table and be seated. Seniors will have special lunch privileges that may change throughout the year.

There will be two serving lines. Students will call their lunch number to the cashier. This number must be called loud and clear. A student's meal status that is determined by the free and reduced meal application process will be recorded and updated in the computer database. Money may be deposited into each student's account to cover daily, weekly, or monthly amounts. As students eat meals or buy other items their account balance will be subtracted from the amount of money entered into the account. A history of all meal transactions will be available. *Prices for meals: Breakfast: Free. Lunch: \$1.75. Reduced lunch: \$.40.*

Students are not allowed to check out of school to go home for lunch, or to go out to lunch and return with food if they check back into school. Food from local restaurants is not to be delivered to the school by the restaurant's delivery people, by parents or by friends.

"Restricted lunch" may be used for teaching lunch procedures at the beginning of the year. In restricted lunch, students have assigned tables in the commons area and students sit with their fourth period class and teacher until routines and procedures have been established. If necessary, later in the year, students will sit at these same tables for restricted lunch.

ADDITIONAL INFORMATION

Cheating

Students caught cheating will receive a zero (0) for that assignment or exam and parents will be notified. The incident will be reported to the administration for disciplinary consequences. **Students guilty of cheating may forfeit any academic honors during the school year and lose the privilege of attending the prom.**

Closed Campus

For the safety of all students and school personnel, JCHS operates as a closed campus. All visitors must check in at the school office. Students will not be permitted to bring friends or family as visitors. Persons found on the campus without authorization will be treated as trespassers and law enforcement personnel will be summoned.

Due Process Hearings

The final step in the disciplinary sequence is a due process hearing before the Board of Education tribunal hearing officer. The Board of Education hearing officer/Tribunal can suspend a student for more than ten days, expel a student for a semester, an academic year or permanently. Students and parents will receive details of due process when the hearing is scheduled.

Electronic Devices

JCHS does not assume any responsibility for lost, stolen or damaged electronic devices that are brought to campus. Cell phones are permitted on the campus of JCHS. However, the approved guidelines for usage must be followed. **USE IN THE CLASSROOM IS AT THE DISCRETION OF THE TEACHER.** The teacher has the authority to prohibit cell phone use at any time in the classroom.

Fund Raising

Any school-based fund raising project must be submitted through the principal and approved by the Board of Education. Fund raising activities shall not interfere with instructional time. Fund raising items in a student's possession during the school day may be confiscated and not returned.

Health Records

Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be

allowed to remain in school. In-state transfer students have 30 days to furnish the school with the appropriate certification. Out-of-state transfer students have 90 days to furnish the certificate provided a doctor certifies the immunization sequences have begun.

School Bus and Bus Stop

The school bus and bus stop are extensions of the school campus. All students being transported by bus are expected to demonstrate the same behaviors as they would in the classroom. RIDING A BUS IS A PRIVILEGE. The bus to be ridden is the bus that serves the address in the school records. If a student moves to a new address, the student must have the new address entered in the school's database. The student must ride the same bus to and from school.

If a student needs to ride a different bus, the student must bring a note from a parent or guardian. All notes must be submitted at front desk by 9:00 am. The note must state the reason for changing buses, the address where student is to be left, the number of days the student will ride the new bus, and a phone number to verify the change. The student will be issued a temporary bus pass before school dismisses. The student should show the bus pass to the driver when boarding the new bus. **There will be no changes made after 1:00 p.m.**

The bus driver will report inappropriate behavior to the transportation director. The Transportation Director has the authority to suspend the student temporarily or permanently from riding the bus and to specify additional consequences as may be appropriate, including filing criminal charges. When circumstances warrant, law enforcement agencies will be notified of behavior that threatens the safety of students or drivers.

Telephones

School telephones are for the official business of the school. Students will only be called out of class for emergency phone calls, the nature of which is identified to school personnel. Personal cell phones are permitted on campus, although use in the classroom is determined by individual teachers and their planned activities.

Weapons

The administration of JCHS will consider any object that is used in a threatening manner as a weapon. The Jasper County Board of Education policy prohibits the possession of a knife of any description and any blade length on any school campus. Possession of a gun of any type, real or imitation, operable or inoperable, will result in immediate OSS and a referral to the Student Disciplinary Tribunal with a recommendation of permanent expulsion. All such weapons will be confiscated.

STUDENT SERVICES

Guidance and Counseling Services

The Guidance and Counseling Department offers services that are designed to help students make wholesome and realistic personal, social, vocational and educational plans and adjustments. The counselor is available for scheduled consultation with students and parents. Scheduled conferences need 24 hours of notification for both parties. Students who encounter difficulties in school or wish for assistance in their educational plans and goals are encouraged to contact the counseling for academic, personal/social, and career services. Some of the services which are offered include: class selection, scheduling and registration, post-graduate plans, military and vocational options, individual and group counseling, study skills, drug and alcohol counseling referrals, personal and family counseling referrals.

Current students may request one transcript to be sent to one school free of charge. Each additional request for an **official** transcript will require a **\$1.00 fee** to be paid in the counseling office. (*Debit or credit is not available for these transactions*)

Section 504 Procedural Safeguards Notice

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or any of the school offices.

JCHS Title I / Parental Involvement Plan

In recognition of the importance of parent involvement/engagement in the education process of children, the Jasper County School System affirms and assures the rights of parents of children being served in activities funded by Title I, *Section 1118 (a)(2), ESEA* opportunities to participate in the design and implementation of these activities. The Jasper County School System will use resources provided to plan and implement effective parent involvement. The goal of this Parent Involvement Policy/Plan is to raise student achievement through increased parental involvement, a minimum of 1% of Title I funds are allocated to be set aside for this purpose. The Parental Involvement Plan, including the Parent Teacher Association’s (PTA’s) National Standards for Family-School Partnerships, can be viewed in its entirety by visiting the Jasper county High School website at <http://high.jasperga.schooldesk.net/>

Registration

Registration is held in the spring of each year for the next school year. All students are required to complete the registration process including completion of a course request form with the appropriate signatures. Students and parents accept responsibility for making wise choices in course selection at the time of registration. Parental involvement and knowledge is an important component of this process.

Schedule Changes

Schedules will be changed only if necessary to correct errors. Students must request changes considered to be errors. A request to change a class may be obtained from the teacher of the class to be changed or from the guidance office. Requests for a schedule change should be filed in the Guidance Office. All schedule changes must be approved by the principal.

Hospital Homebound Services

Students who have extended doctor-approved absences (10-day minimum) for a non-communicable illness may qualify for hospital-homebound services. This service may be requested by contacting the student’s guidance counselor and paperwork must be completed, including diagnosis form a doctor. Work is assigned by classroom teachers and delivered to the student’s home. Certain regulations govern the hospital-homebound program. These will be reviewed when a request for services is made. It is the school’s responsibility to determine if hospital-homebound services will be provided or if accommodations can be made at school. Applications for these services are available in the Guidance Office.

Tutoring

Teachers are available before and/or after school to assist students who are having difficulties in class. Students are responsible for contacting the teacher and working out a satisfactory schedule. Board policy and professional ethics prohibits teachers from tutoring for pay for students that they are currently teaching.

Alcohol and Drug Counseling/Rehabilitation Services

The Jasper County School System does not endorse any particular resource listed or unlisted below, but is offering information on some area resources which offer alcohol and drug abuse services to youth and

families. Costs charged by agencies are the responsibility of the youth's family, not the Jasper County School System.

Private Services:

Al-Anon	478-453-8423
Alcoholics Anonymous (Mon., Th., & Sat. 7 p.m. at Health Dept)	706-468-6683
Beginning Point (MHDDAD)	478-445-3201
Dare Program (5 th Grade)	706-468-4912
HELPLINE Georgia	800-338-6745
Insight Counseling (Kent Smith, Fri at 6p.m. at Get Ahead House)	478-453-9478
Jasper County Substance Abuse Treatment Group (Cathy Garey)	706-468-6461
Middle Georgia Council on Drug Abuse	478-743-4611
Narcotics Anonymous (Rick, Mon at 7 p.m. at Trinity Church)	706-468-1084
Oconee Center Alcohol & Drug Services (Addictive Diseases)	478-445-5518
Oconee Center Crisis Line	877-299-5082
Oconee Regional Medical Center Behavioral Health Services	478-457-2128

TESTING

The JCSS testing schedule can be found on the JCSS website.

SAT/ACT/PSAT

Students who plan to enter college should begin SAT/ACT/PSAT preparation in the ninth grade. Colleges and universities place importance on SAT/ACT scores for admission, especially for scholarships and/or tuition grants. The state of Georgia provides funding for all sophomores to take the PSAT in October each year. Taking the PSAT will give the student a preview of the SAT and is the test considered by the National Merit Scholarship Foundation for recognizing Merit Scholars. Course selection, test taking skills and testing practices influence test scores. Students should pay attention to deadlines when registering for the PSAT, SAT or ACT. These are not flexible.

Milestones (EOCs)

There are eight high school courses that require an End of Course (EOC) assessment in Georgia. These exams are called *Milestones*. These exams count 20% of the average in any Milestones course. These courses include Physical Science, Biology, Economics, United States History, American Literature, Ninth Grade Literature, Coordinate Algebra, and Analytical Geometry.

Student Learning Objectives (SLOs)

Approximately 70-75% of all teachers teach non-EOC subjects for at least some portion of the instructional day. These courses utilize a Student Learning Objective. SLOs are administered as pretests at the beginning of the school year and again at the end of the year. SLOs are content-specific, grade level learning objectives that are measurable, focused on growth in student learning, and aligned to curriculum standards. These assessments count as the final exam in those courses.

Advanced Placement Exams

Advanced Placement examinations are taken each May by students at participating educational institutions. The tests are the culmination of year-long Advanced Placement (AP) courses. Many colleges and universities in the U.S. grant credits or advanced placement based on AP test scores. Policies vary by institution, but most schools require a score of 3 or higher on any given exam for credit to be granted or course prerequisites to be waived. Colleges may also take AP grades into account when deciding which students to accept, though this is not part of the official AP program. Students should pay attention to testing dates and deadlines when registering for AP exams. These are not flexible.

For remediation and retesting information, see the Guidance Office. For additional help with the Milestones in all areas, just point your browser to <http://www.usatestprep.com>. We have a license to use this site. See your teacher for the username and password.

CURRICULAR & EXTRACURRICULAR STUDENT ACTIVITIES

Athletics

The Athletic Department of Jasper County High School sponsors teams in several competitive sports, including baseball, basketball, cheerleading, cross-country, football, golf, track, soccer, softball, and wrestling. Participants in athletics must be eligible under State and local No Pass/No Participate Policy and must have a valid physical exam before participation. An examination form must be signed by a licensed physician prior to the student's participation in any tryout, conditioning or game. The physical exam form shall include the date that the exam was performed, the student's name, the physician's signature and the physician's approval for participation. Physicals are routinely offered in the spring by local physicians of Monticello for a nominal charge of \$5.00. Only licensed medical practitioners and doctors of osteopathic medicine may certify physicals according to GHSA regulations. Physicals are good for one year.

All of these requirements are explained by the respective coaches and must be met by the student. Questions regarding the athletic programs may be directed to the Athletic Director, Doug Huff, who may be reached at 706-468-5022.

No Pass/No Participate Policy

In accordance with State Board Policy IDE, a student is ineligible on the first day of the next semester if he or she has not passed five courses the proceeding semester, with the exception of the fall semester, when eligibility shall be declared at the time the student has passed five of seven courses the preceding semester and is on track for graduation. First semester eligibility is determined by the second (spring) semester grades the previous year. Summer school is an extension of the spring semester. Second semester eligibility is determined by the first semester grade for the course.

Ineligible students are prohibited from practicing, traveling or trying out for team programs. Ineligible students may participate in the academic course but may not participate in competition after school. For example, a student may take a band class, but not participate with Marching Band.

Students must accumulate Carnegie Units toward graduation according to the following manner:

- (a) **First Year Students** (entering 9th graders) are eligible academically. Second semester first year students must have passed courses carrying at least 2.5 units the previous semester in order to participate
- (b) **Second year students** must have accumulated five(5) total units in the first year, and passed courses carrying at least 2.5 Carnegie units in the previous semester.
- (c) **Third year students** must have accumulated eleven (11) Carnegie Units in the first and second years, and passed courses carrying at least 2.5 Carnegie Units in the previous semester.
- (d) **Fourth year students** must have accumulated sixteen (17) Carnegie Units in the first three years and passed courses carrying at least 2.5 Carnegie units in the previous semester.
- (e) Students may accumulate the required Carnegie Units for participation during the school year and eligibility will be **reinstated** at the beginning of the next semester.

Clubs/Activities

Participation in clubs requires parental permission. Parents should review the club descriptions found on in the back of this handbook. Parents must then complete the Club authorization form. Students participating in any competitive club activities must be eligible in accordance with Georgia's No Pass/No Participate Policy and Board of Education policy.

All club activities are under the supervision and control of the school administration. Projects, field trips and other functions must be approved by the administration. Club sponsors and officers must clear club activities in advance with the appropriate administrator.

Class Officer Qualifications

To run for a position as class officer, students must a) have a discipline record that has no entries which called for out of school suspension, b) have less than 10 days absent from school (no more than five per semester) the current or previous year, c) and be on track to graduate.

Homecoming Festivities

Homecoming is a week-long celebration that begins with spirit week and includes spirit activities, a homecoming parade, powder puff football game, and football game. The week-long festivities end with the Homecoming dance. The dress code for the Homecoming dance is the same as dress code for prom.

All guests who are not currently enrolled in Jasper County High School must be pre-approved by administration prior to the dance. The date approval form must be submitted by the announced due date.

Miss Hurricane and Miss Homecoming are senior young ladies of high moral character. They are school leaders who:

- a) maintain an overall B average
- b) have a discipline record for the current year and past year that contain **no ISS or OSS assignments**
- c) have no more than **5 unexcused absences** prior to homecoming of the current school year and have no more than **10 unexcused absences** for the previous year.

Miss Hurricane is to be an example for other girls in our school. All clubs and organizations on campus may nominate one young lady for Miss Hurricane. Student Council members (class officers) vote from these nominations. The person with the most votes wins. **In the event of a tie the person with the highest GPA wins.**

Miss Homecoming is a senior girl who is given this honor by winning the vote from the entire school. A *non-refundable fee of \$3 is charged to each girl to place their names on the ballot.* Eligibility is determined and the ballot entries are determined. This money is used to purchase the flowers for the girls who make Homecoming court. Students from each grade vote for their Homecoming representatives. The Queen is voted on by the whole school with the winner being the senior with the most votes. The Homecoming court consists of 2 freshmen, 3 sophomores, 4 juniors and 5 seniors. **In the event of a tie the person with the highest GPA wins.**

If a discipline violation is committed by either winner before the Homecoming game, then the crown will be awarded to the senior girl with the second highest number of votes in each contest. Miss Hurricane and Miss Homecoming are crowned by last year's winners during halftime at the Homecoming game.

Student Publications

According to Board policy and court decisions, school-sponsored publications are not public forums, but are considered a part of the curriculum. The school reserves the right to exercise editorial control of these publications. To participate in student publications, students must be enrolled in the Yearbook course.

Prom

The Prom is a special time for the juniors and Seniors of JCHS. All students should remember the following as *these things may keep you from attending the prom:

1. Poor Attendance- Includes chronic tardiness. See "Attendance" Section.
2. Assignment to OSS due to **chronic ISS assignments**
3. Assignment to ISS or OSS **during PROM weekend**
4. Any reported act of **Academic Dishonesty** any time during the year
5. Acts that cause you to be expelled and/or attend the **Alternative Education Program**

*Any of the above will cause you to forfeit any monies paid toward the Prom—**there will be no refunds.**

All outside dates must be approved by completing the appropriate form and submitting this on or before the announced due date. You will be given an additional ID ticket for your date. **You will be denied entrance the night of the Prom if you have not declared your intention to bring an outside date to the Prom.**

The prom is a formal event. Appropriate dress is stated as:

Girl's Formal Dress - Traditionally formal dresses or gowns may be strapless or may feature spaghetti straps. Bare midriffs are not permitted. Undergarments should not be visible. See-through apparel and gowns or dresses with slits above mid-thigh area are not permitted. The dress should not be shorter in length than finger-tip length.

Boy's Formal Dress – Formal prom attire may be classified as a tuxedo or dress suit, including tie, bow tie, or turtle neck, a shirt, or priest-collar shirt, which may include a vest or cummerbund. Shirts are to be worn at all times.

Media Center

The Media Center is for the use of all students for reading, studying and research. The Media Specialist is here to assist students and teachers. While in the Media Center, students should be considerate of fellow students by working quietly. The Media Center will open for general circulation and return of books from 8:00 a.m. through 4:00 p.m. each school day and between classes. Lost or damaged materials must be paid for by the student to whom they were issued. Fines must be cleared by the end of each semester.

Book bags are prohibited in the main body of the school media center. Violation of this rule will result in confiscation of the book bag. Book bags should be dropped along the inside of entrance wall and not carried into the main body of the media center. All purses are considered as book bags as well. Both are subject to search and seizure if necessary when on the campus of JCHS.

Students are allowed in the Media Center during school hours from 8:00 a.m. until 4:00 p.m. **with a pass.** Teachers may allow individual students to go to the Media Center by issuing a pass. When the student arrives in the Media Center, the student shall sign in on the Media Center Student Log. Students who have a pass to the media center must sign out on the student log even at the end of the period.

Students may report to the Media Center during their lunch time with permission from the Media Specialist.

JCHS Computer System

JCHS has made a commitment to providing computers and related educational experiences for all students. In order to take advantage of both the equipment and computer related classroom experiences, responsible behaviors are expected of all students at all times. Respect for administrators, teachers, staff and other students as well as the equipment itself are essential.

The opportunity for a student to use computers is contingent upon the student's cooperation with the following expectations and procedures as well as the expectations and procedures of the individual classroom teacher. JCHS computer equipment is to be used for academic purposes only. The Network Administrator, teachers, and staff retain the right to access, read, alter, copy, delete, or perform any needed functions regarding any work or program in all computers used during the school day on campus. **Student files are *not* confidential.** Disciplinary actions taken for failing to rise to the above expectations may include the temporary or permanent closing of the student account, the sharing of account contents with parents and suspension. Refer to the JCHS Discipline Plan.

ACADEMIC POLICIES AND PROCEDURES

Grading Information

The Jasper County High School school year is divided into four grading periods. Report cards are issued at the end of each nine weeks. All classes are year-long and award one unit of credit at the end of the school year for successful completion. A student may earn a maximum of seven units per school year.

Grading Policies

The yearly average will be computed similarly for Milestones courses and Milestones classes.

Non Milestone Class: 1st Semester 40% 2nd Semester 40%, 20% final summative evaluation.
Milestone Classes: 1st Semester 40% 2nd Semester 40%, 20% EOC (Milestone Exam)

JCHS End of Year Exam Exemption

Students will be allowed to exempt final exams in a course when the following requirements are met:

*The course does not have a n EOC or district level post-assessment requirement.

*The student has earned an 80 or above in the course for the year as of a cut-off date TBA.

*The student does not have more than **5 unexcused absences** in the course. ***Early checkouts/late check-ins will count as an unexcused absence in classes missed if documentation is not provided.***

Make-up work

Work that students miss due to an excused absence is due upon their return. For an extended absence the teacher will determine the due date of assignments not to be extended any longer than the number of days absent.

Behavior

Student misbehavior will not have a direct effect on the grading in classes since the grading reflects achievement not behavior. Participation grades or points off for talking or other discipline means by grades are not allowed.

Credit

JCHS will award credit to students on a semester basis. Students in year long classes will earn .5 (one-half) unit of credit for first semester and a .5 (one-half) unit of credit for the second semester. Students will be enrolled in that same course for the year.

Credit Recovery

Students may be enrolled in credit recovery for an attempted course in which credit was not earned. **Students will be placed in the regular classroom for credit recovery if the schedule allows.** Online credit recovery will be assigned on an individual basis based on multiple factors. If a student is enrolled in online credit recovery, all expectations of the regular classroom apply to online students when it comes to deadlines and grading. A **minimum** grade of 70 must be earned and EOC's (20 % of course average) must be completed in applicable courses. **All work is due completed by the last day of the grading period.**

If the student is enrolled in an on-site class for online credit recovery, a grade for the class will be placed on the transcript for the semester in which they enrolled. This grade will be included in the GPA and the determination of class rank. Any coursework left incomplete during the assigned semester will be forfeited by that student and cannot be used when re-enrolling in the course at a later date. **As in the regular classroom, there will be no "carry-over" of coursework.** The student will be given the grade earned in the course within the allotted time. Grades earned are based on work completed. Earning a credit for a grading period **IS NOT** only dependent on the completion of the entire course, but is also based on work completed by the due date.

Students will be given access to one class at any one time. Student progress will be monitored and reported on a regular basis.

Online Initial Credit: *(Does not apply to Dual Enrollment students)*

All procedures listed for credit recovery apply for students enrolled in online initial credit courses with the following exceptions:

- a) Initial credit classes may extend for two grading periods (semesters), depending on the class and the amount of credit earned.
- b) Online initial credit cannot be earned in Math or English.

Dual Enrollment

Dual Enrollment courses provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Participation in Dual Enrollment programs ease the transition from high school to college, provide students an early start to their college careers, and offer meaningful and challenging academic experiences to qualified students, including those who might not otherwise have access to early college opportunities. Dual Enrollment courses are primarily available for any eligible 11th or 12th grade (in some limited cases 9th-10th) high school students. They may enroll full-time or part-time in approved credit-bearing college-level courses by the State Board of Education. Courses may be taken before, during or after regular school hours, on the college campus, on-line or at the high school during the regular school calendar year.

JCVA Students – JCHS Campus Expectations

JCHS and JCVA students are held to the same behavioral standards described in the JCHS handbook and the JCSS handbook. JCVA students will check in and report directly to their assigned class when arriving at JCHS. If arriving early, students should remain in the attendance office until the bell rings.

If a JCVA student's schedule requires them to be on campus multiple periods, they must report to the **assigned** classroom.

There will be no "free period" or "open period" for JCVA students while on campus (i.e. a student is assigned a third period and fifth period class on campus but no fourth period; this student must leave campus during third period). JCVA students must leave campus when their last assigned class each day has ended. **These students cannot remain on campus without prior approval from an administrator.**

Grade Point Average

Grade point averages are obtained by adding the student's semester grade for each class and dividing this sum by the total number of qualified classes the student has completed. The final GPA is used to determine a student's class ranking.

Advanced Placement (AP) and ACCEL Option

Students receive a ten (10) point addition to each AP and PSO course's average. Honors Classes will have 5 points added to each courses yearly average. No other courses are weighted and no other courses will have averages greater than 100.

Summative Semester Assessments

We will have summative assessments at the end of each semester covering material for that semester only. At the end of the year-long course, there will be a summative assessment that is comprehensive for the entire school year. For some classes, this assessment will be the Milestone (EOC). For others it will be the SLO or a Final Exam for the entire course. Adequate and accurate review will take place over the exam material before it is administered. **Students are expected to be at school for all classes on all exam days. Failure to be present for an exam will result in a ZERO and possible loss of credit for the course.**

Progress Reports and Report Cards

In all classes, progress reports will be issued at 4.5 week intervals. Refer to the JCSS website for the end-of-grading-period dates. Report cards will be at the end of each nine-week grading period. If a progress report or report card is not received, contact the teacher. If you have questions, contact the teacher. The final report card should be mailed home to all parents that have a current/correct/deliverable address once standardized test scores have been entered into Infinite Campus. If the report card is being held then a notice of obligation will be sent. Please check with the school calendar posted on the web site.

Minimum Promotion/Grade Requirements

The following table is for the class of 2018 and beyond.

To be classified as a 10th grade student	Must complete the academic year with: 5 Carnegie units - must include 1 Math and 1 English
To be classified as an 11th grade student	Must complete the academic year with: 11 Carnegie units - must include 2 Math, 2 English, and 1 Science
To be classified as a 12th grade student	Must complete the academic year with: 17 Carnegie units - they must consist of 3 Math, 3 English, 2 Science, 1 Social Studies
To graduate:	Students must have a minimum of 23 Carnegie Units consisting of: 4 Math, 4 English, 4 Science, 3 Social Studies

** If students plan to attend a University System of Georgia 2 foreign language courses are required.*

The following table is for the class of 2017.

To be classified as a 10th grade student	Must complete the academic year with: 5 Carnegie units - must include 1 Math
To be classified as an 11th grade student	Must complete the academic year with: 11 Carnegie units
To be classified as a 12th grade student	Must complete the academic year with: 17 Carnegie units
To graduate:	Students must have a minimum of 23 Carnegie Units consisting of: 4 Math, 4 English, 4 Science, 3 Social Studies

** If students plan to attend a University System of Georgia 2 foreign language courses are required.*

RECOGNITION OF ACADEMIC EXCELLENCE

Honor Graduate Requirements

All students with a cumulative numerical average of 90 or above for all work in grades 9 - 12 will become a Jasper County High School Honor Graduate. This average is computed by finding the sum of all grades for courses in which credit was attempted (semester average or year-long average). If Advanced Placement courses and/or PSO were taken, count the number of such courses and multiply by ten. Add this product to the sum previously obtained. Divide this total by the number of grades earned. The selection process will be based on all work completed at the conclusion of the next-to-last grading period.

Any documented incident of cheating or plagiarism during a student's high school career disqualifies a student for any academic honors (including val, sal, and any other honors).

Honor Chords and Stoles

JCHS allows Honor chords for academic attainment such as an Honor Cord for Honor Graduates, Beta Stoles for members of the Beta Club and National Technical Honor Society Chords for members of the NTHS. Any other decoration/recognition must be provided by JCHS.

Valedictorian and Salutatorian Selection Requirements

The Valedictorian is the student with the highest GPA for all courses taken in grades 9 through 12. The Salutatorian is the student with the second highest GPA for all courses taken in grades 9 through 12. The following procedure is used to select these students as provided by Jasper County Board of Education Policy IHF(4), IHF(5) and IHF(6).

For consideration for Valedictorian or Salutatorian a student will have been a Jasper County High School student for at least four (4) consecutive semesters prior to the selection process. The selection process will be based on all work completed at the conclusion of **the 30th week of the senior year.** The senior with the highest GPA will be the Valedictorian. The senior with the second highest GPA will be the Salutatorian. In the case of a tie in Valedictorian, students will be named Co-Valedictorians and there will be no Salutatorian awarded for that year.

Cumulative GPA of students' course work will be generated from student records. Any student not enrolled at JCHS the four previous semesters will be excluded from the Valedictorian/Salutatorian selection process. JCHS accepts credit from other SACS and GAC accredited schools (from any of the seven recognized accrediting associations) on face value and does not alter student records from other member schools. To that end JCHS will not alter the student record to add points if a student transfers in from a member school that does not add the extra points for AP and Honors courses.

Teacher Qualifications: Parents Right To Know/

The Elementary and Secondary Education Act (ESEA) of 1965 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct their child. As a recipient of these funds, JCSS will provide parents with this information in a timely manner upon request. Specifically, parents have the right to request the following information about the educators of their child:

- *whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches
- *whether the teacher is teaching under emergency or provisional status because of special circumstances
- *the teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree
- *whether paraprofessionals provide services to your child and, if so, their qualifications

If parents wish to request information concerning a teacher's qualifications, please contact the Principal of your child's school.

ATTENDANCE POLICIES AND PROCEDURES

One of the most important ways to help a child succeed in school is to make sure that he or she attends school regularly and is on time every day. Families and schools must work together to promote regular school attendance. Georgia Law (O.C.G.A. Section 20-2-690.1) requires any person in this state who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and home schooling. **TEN (10) OR MORE UNEXCUSED ABSENCES IN ANY COURSE MAY RESULT IN YOUR CHILD LOSING CREDIT FOR THAT COURSE.** When a student accumulates five (5) unexcused absences, JCHS will make an official referral to Student Support Services.

Any student with more than 10 unexcused absences in a course may lose credit for that course. When the maximum # of unexcused absences (10) in a class is exceeded, the student can no longer attend prom, run for class officer, or be on the homecoming court.

JCHS takes course attendance by the class period!

Attendance in reference to course credit is not taken as a full day or half day.

Example: If you are absent (unexcused) first and second period and present third through seventh period, you have 9 unexcused absences remaining before you risk losing credit in first and second periods..

High school students and their parents must look at attendance in this way when considering absences.

Absences and Make-up Work:

Work missed as a result of a student's excused absence may be made up when the student returns to class, depending on the nature of the absence. It is the responsibility of the student and the parent to make arrangements with the teacher for approved make-up work at the convenience of the teacher.

Teachers will set a due date for this work- students do not have an indefinite amount of time to turn in makeup work.

Tardy to Class and School

Tardies to school:

In the event that a student is tardy to school, the student will report to the front office to check in. This late to school will count as a tardy to class. Excessive tardies may result in assignment to Administrative detention, revocation of credit, and a referral to Student Support Services at the Board of Education.

When a student has arrived to school before school begins and is late to periods one through seven, the student is tardy to class. After three minutes the student is considered to be skipping, unless documentation from office, teacher, etc. indicates otherwise. When a student arrives after school has started, the student is marked absent in any classes missed. The student is coded as "LTSP" (late to school; present) in the current class in session and is considered tardy for that class. Students who are chronically tardy to class will receive a warning and will be alerted to the consequences to follow if additional tardies occur.

Present on Campus

The attendance clerk is here to assist students in checking out of school early, checking back into school, keeping accurate attendance records for all students. All attendance questions should be directed to the attendance clerk's office. The attendance clerk will make daily contact with students that are absent from school.

While attending Jasper County High School, a student places himself/herself in the school's custody. The school maintains accurate records of student attendance and provides adult supervision for all students. Parents are requested to work cooperatively with the school to provide for the safety and supervision of all students. Therefore, once on the school campus, the student must sign out through the attendance office.

Early Release/Checking Out

IDENTIFICATION IS REQUIRED FOR ALL CHECK OUTS! Students who need to leave campus can only do so with an adult listed on their Emergency Contact List. **It is the parent's responsibility to verify that this information is current and accurate.** Early check outs and late check ins without proper documentation count as absences from the classes missed and may result in the loss of credit for a course. **Documentation is due within 10 days of the absence.**

If a student must leave school early, **that student must bring a note and a copy of the parent's I.D. to the Attendance Clerk**. The note should contain the student's name, the reason for dismissal and the parent or guardian's signature and phone number where the parent/guardian can be reached. Students who need to leave campus, but do not have prior approval, must have their parent or guardian personally sign them out. **Again, I.D. is required for the safety of our students.** Parents may fax (706-468-5021) or email notes and **copies of parent I.D.** to vobrien@jasper.k12.ga.us or excusehs@jasper.k12.ga.us.

When checking students in/out, parents will be provided and required to sign a copy of the **JCHS ATTENDANCE PROCEDURES** as documentation they have been made aware of these procedures. If providing required documentation electronically, the parent or guardian must verify they have been provided with a copy of the JCHS Attendance Procedures.

Students who check out of school and return the same day must check back into school through the attendance office. Any student who leaves campus without properly signing out and without authorization will be disciplined for skipping school.

Students who check out of school sick or for any other reason that may be unexcused are not allowed to participate in after school activities. Students who are absent all day from school are not allowed to participate in extracurricular activities that day unless they have been on a field trip or have prior approval from an administrator. Those activities include **but are not limited to** these examples: basketball, football, band, golf, softball, remediation activities, play practices, or other activities of JCHS.

Checking In

Students who sign in late or return from a check out must report to the attendance office in order to check into school. Student rides need to pull into the upper parking area in front of the building. No more than three parent notes accepted as an excused check in. **All other check-ins must be court or medical documentation in order to be excused.** The clerk will check the student into school and give him/her a pass to class.

Absence Justification Procedures

Parents are responsible for justifying each absence a student may have during the school year. In the absence of justification from the parent, make-up work if graded will be recorded with a grade no higher than a 60.

WRITTEN DOCUMENTATION or EMAIL: Within two days of the absence the student must bring **written documentation** to the Attendance Office or the parent may email this documentation to vobrien@jasper.k12.ga.us. Documentation can consist of a health care professional's statement, a note from a parent (with a phone number for verification), a court subpoena or similar documents depending on the nature of the absence. Documents that have been altered in any way will not be accepted. Documents presented more than two school days after an absence will not be accepted. All documentation is subject to confirmation by school personnel.

Documentation must have the student's first and last name, the calendar date(s) of the absence(s), the reason/cause of the absence, the signature of the parent/health care professional and the date the document is prepared plus the parental phone number. Once the absence is excused it is expected that the period of time required to make up work will not exceed the time out of class. Failure to make up the missed school work will result in grades of zero (0). Extenuating circumstances regarding make-up work will be decided on a case by case basis.

Field Trips

Georgia law and State Board of Education policy allow students to be excused from classroom activities for school-sponsored, off-campus activities ten (10) days per year per class. These events do not count against the student as absences provided they are part of an extracurricular program of a school organization or an extension of an instructional class. School work missed may be due on the first day the student returns to class following the activity if the work was assigned prior to the activity. The

student is responsible for contacting the teachers regarding assignments due. Teachers are notified of the students who are absent as a result of a field trip. Students do not need to justify these absences.

Extenuating Circumstances

Extenuating circumstances are defined as chronic illness or a condition which is constantly under a doctor's care or treatment. This illness/treatment must be the primary cause of the student's absences. Extenuating circumstances must be established at the earliest possible time and must have the appropriate written documentation. When extenuating circumstances occur, meet with a member of the JCHS administrative staff to discuss the situation as soon as possible.

The **parent may decide** to appeal any decision due to lack of attendance to the Attendance Review Board. (Refer to the Jasper County Charter System Attendance Protocol for information)

JASPER COUNTY HIGH SCHOOL INFORMATION GUIDE

PROGRAM/SUBJECT	PERSON/PLACE	CONTACT INFORMATION
Student Information/Changes	Jeanette Standifer Kerri Norris	706-468-5016 jstandifer@jasper.k12.ga.us knorris@jasper.k12.ga.us
Athletics	Doug Huff Buddy Cain	706-468-5022 drhuff@jasper.k12.ga.us
Attendance	Veronica O'Brien	706-468-5016 excusehs@jasper.k12.ga.us
BETA Club/Honor Roll	Brian Patrick Christie McAlum	706-468-5016 bpatrick@jasper.k12.ga.us
School Accounts	Susan Evans	706-468-5016 sevans@jasper.j12.ga.us
Conferences/Scheduling/ Counseling/Financial Aid	Jeanette Standifer Amy Cox Jessica Sanders Pam Harris	706-468-5016 jstandifer@jasper.k12.ga.us acc Cox@jasper.k12.ga.us jmsanders@jasper.k12.ga.us pmharris@jasper.k12.ga.us
CTAE	Buddy Cain	706-468-5016 bcain@jasper.k12.ga.us
Discipline	Camille Murner Buddy Cain Alicia Moore	706-468-5016 kcmurner@jasper.k12.ga.us bcain@jasper.k12.ga.us amoore@jasper.k12.ga.us
Eligibility Reports	Doug Huff	706-468-4957 drhuff@jasper.k12.ga.us
Language Arts Dept. Chair	Suzanne Arena	sarena@jasper.k12.ga.us
Fine Arts Department Chair	Chris Savage	csavage@jasper.k12.ga.us
Graduation	Amy Scroggs	706-468-5023 ascroggs@jasper.k12.ga.us
Honor Roll/BETA	Christie McAlum	706-468-5016 cmcalum@jasper.k12.ga.us
Insurance Claim Forms	Main Office Kerri Norris	706-468-5016 knorris@jasper.k12.ga.us

Lockers, Lost Combinations/ Lost and Found	Main Office Kerri Norris	706-468-5016 knorris@jasper.k12.ga.us
Lunches/Meal Status/Applications	Mildred Lawrence	706-468-5029 mlawrence@jasper.k12.ga.us
Math Department Chair	Christie McAlum	706-468-5016 cmcalum@jasper.k12.ga.us
Medical Authorization Forms	Main Office Kerri Norris	706-468-5016 knorris@jasper.k12.ga.us
Military Recruiters	Guidance Office Amy Cox	706-468-5023 acc Cox@jasper.k12.ga.us
Obligations (Students)	Kerri Norris	706-468-5016 knorris@jasper.k12.ga.us
Parking Permits	Susan Evans	706-468-5016 sevans@jasper.k12.ga.us
Physical Education Dept. Chair	Doug Huff	706-468-5022 drhuff@jasper.k12.ga.us
Post-Secondary Options (PSO)	Amy Cox Jessica Sanders	706-468-5023 acc Cox@jasper.k12.ga.us jsanders@jasper.k12.ga.us
Report Cards	Jeanette Standifer	706-468-5023 jstandifer@jasper.k12.ga.us
Scholarships	Amy Cox Jessica Sanders	706-468-5023 acc Cox@jasper.k12.ga.us jsanders@jasper.k12.ga.us
School Activities Calendar	Kerri Norris	706-468-5016 knorris@jasper.k12.ga.us
School Emergency Plan	Buddy Cain	706-468-5026 bcain@jasper.k12.ga.us
Science Department Chair	Elizabeth Proctor	706-468-5016 eproctor@jasper.k12.ga.us
Social Studies Dept. Chair	Bobbi Sauls	706-468-5016 bsauls@jasper.k12.ga.us
Special Education Dept. Chair	Kelly Maybin	706-468-5016 kmaybin@jasper.k12.ga.us
Credit Recovery/Summer School	Amy Cox Jessica Sanders Alicia Moore	706-468-5023 acc Cox@jasper.k12.ga.us jsanders@jasper.k12.ga.us
CTAE Department Chair	Amy Scroggs	706-468-5028 ascroggs@jasper.k12.ga.us

EXPECTATIONS FOR STUDENTS

It is our belief that JCHS students want a safe and orderly environment. Students are expected to:

- Maximize the learning opportunity and help create a school environment that is pleasant and safe for all.
- Behave appropriately at all times and in all places.
- Use appropriate verbal and body language.
- Be awake, alert, and on task.

- Follow the instructions of all school personnel.
- Be on time, have necessary materials, and be prepared to participate in the teaching/learning process.

Teacher Reporting Requirement

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior that violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee.

Dress Code

Students are expected to dress appropriately while in attendance at school. General appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal cleanliness, neatness and work place standards of dress and appearance. When questionable, the school administrator will make the final determination of whether a student's attire or appearance is in conflict with school guidelines. Students will comply with the following dress code:

1. Hats/caps are NOT to be worn on campus.
2. Proper and acceptable undergarments will be worn at all times. Undergarments should not be visible to others.
3. Leggings and other form-fitting type pants should be worn with a shirt or blouse that covers the buttocks.
4. No midriff-type clothing is allowed.
5. Dresses, skirts, and other similar garments shall be a minimum of finger-tip length around the hem of the garment while standing.
6. Spaghetti- strap tops are not allowed. Tanks must cover all undergarments.
7. No clothing, tattoos, or jewelry bearing advertisements of alcohol, tobacco products, or offensive, obscene or vulgar language will be allowed. *Georgia law prohibits tattoos for persons under the 18 years of age.* Any tattoo must be covered while a student is present in school.
8. Shirts for male students must have sleeves.
9. Blankets are not allowed.
10. Short, athletic-type shorts should not be worn except for P.E. activities.

**The administrators shall have the authority to interpret dress code and make case by case determinations for appropriateness of dress which is not covered in this policy.*

Discipline Referral Process and Notification

All minor offenses referred to administrators will be recorded on JCHS SCD (Student-Centered Discipline) documentation form by the teacher. Completion of this form requires a parent contact before a referral is made to the administration. Serious offenses may require immediate referral and would not require a completed SCD form. Parents will be notified of any in-school and out-of-school suspensions. ***Parents must accompany the student to school for an administrative conference prior to the student's re-entry to regular classes following all parental suspensions.***

The Code of Conduct and Progressive Discipline Plan is available on the district website.

Description of Disciplinary Consequences

The possible consequences are listed from the least severe to the most severe actions that can be taken. However, it should not be interpreted that this listing is the sequence of actions that will be taken or that actions are limited to those listed. The severity and frequency of inappropriate behavior will dictate the disciplinary consequence.

Warning – Students will be verbally warned that the behavior is inappropriate.

Teacher Detention – A student will be assigned detention by a teacher for inappropriate behavior in the teacher's classroom. When a student is assigned detention, the student is expected to report to the teacher's classroom as instructed by the teacher. A student will be given 24-hour written notice before the assigned detention.

The teacher will call the parent of any student that fails to report for detention as assigned. The student's behavior and academic progress will be discussed with the parent. If deemed appropriate by the teacher and the parent, a new date may be established for the student to perform the detention. If the student fails to report a second time, the student will be referred to the administration.

Saturday School- Students assigned to Saturday school will report to the school on the assigned date and time. Saturday school may serve as a consequence for a disciplinary issue, or for other students, as a time for remediation by teachers.

Silent Lunch - Students assigned to lunch detention must report to the detention room during their lunch period. Lunches are brought to the lunch detention room. Lunch detention rules are the same as administrative detention rules.

Restricted Lunch – Keeping the cafeteria clean is a job for everyone. Simply cleaning up after yourself is a great help to those who come after you. At times when students do not keep their respected areas clean in the cafeteria and that becomes widespread we must take corrective actions such as restrictive lunch. Restricted lunch mean that students go to lunch in single file lines, sit with their teacher, clean the tables and leave in a single file line with their teacher. This is the first level of restrictive lunch and the class must work its way back to the least restrictive.

Administrative Detention – A student may be assigned Administrative Detention/Saturday School by an administrator who will determine the time and length of the school service assignment. The room assignments are given to you at the time you are assigned detention. Failure to perform the assigned tasks, to attend, or to cooperate will result in additional disciplinary action.

In-School Suspension (ISS) – An administrator will assign a student to ISS for inappropriate behavior. A student assigned to ISS is counted present at school and will be required to complete all regular classroom assignments. ISS has strict rules and additional consequences for inappropriate behavior or lack of cooperation. The ISS school day is Monday through Friday from the time the student arrives on campus until 3:40 p.m. Students will be instructed where to report when they arrive on campus each day. Students will spend the entire day in ISS.

Administrators will assign ISS when necessary. When in ISS students must adhere to all the rules and regulation of JCHS. If a student is placed in ISS for any reason and reports to ISS out of dress code then the student will be suspended out of school for a period of time equal to ISS and then upon return will complete his/her ISS time.

Out-of-School Suspension (OSS) – Out-of-School Suspension will be assigned by the school administration.

Parent Custody (or Parent Suspension) – Parent custody places the student in the parent's care until a conference can be conducted by an administrator with the parent and the student. The student cannot return to school until the parent comes with the student. The parent must have a conference with the administrator or teacher as designated on the discipline referral. The student's behavior, attendance and academic performance will be reviewed and the parent will be asked to assist in correcting the behavior and improving the academic performance.

School Probation – Students who display chronic inappropriate behavior will be placed on a probation contract at the administrator's discretion. School probation specifies past inappropriate behavior and

stated consequences for the student's failure to meet behavior expectations. Violation of the school probation contract may result in the student's removal from school.

Behavior Improvement Contracts: All students that are involved in fighting will be required to have a parent conference at the end of the suspension to discuss the development of a Behavior Contract. This contract will have the expected behaviors and what will happen with misbehavior. Students that have 4 total referrals will be required to have a Behavior Contract Developed, to try to improve their overall behavior and grades. This also is an option for students whose grades suffer due to lack of motivation.

Tribunal Referral – When a student's behavior is such that the student's presence is detrimental to the continued good order/safety of the other students or school personnel, the student will be suspended by the administrator and referred to a Student Disciplinary Tribunal. The student/parent will be advised of the referral and will be informed of the procedures, time and place of the hearing. The tribunal will determine whether the student is guilty of breaking the school rules and also determine the appropriate punishment up to and including permanent expulsion from the Jasper County School System.

Alternative Education Program: Jasper County School System offers an alternative high school setting for ninth through twelfth grade students. The alternative program is operated on the campus of Jasper County High School. The alternative school meets Monday through Friday 8:00 to 3:40. Students may earn credits in the core and career education units and may have the opportunity for credit recovery.

Search and Seizure: The School Principal or authorized representatives may institute a search if there are reasonable grounds to believe the search will reveal evidence that the student is in violation of the law or the rules of the school. Searches based on reasonable grounds may proceed without hindrance or delay, but shall be conducted in a manner that is not excessively intrusive in light of the age and sex of the student.

A school administrator may institute a search of a student if there are reasonable grounds to believe that the search will reveal evidence that the student is in violation of the law or the rules of the school. The search can include the student's person, locker, book bag, purse, automobile or any other items brought to school. Contraband that is found as a result of such a search will not be returned to the student.

Procedures for Handling Drug Abuse Violations: Student violators will be subject to the following penalties as prescribed by policy (see Student Suspension and Student Hearing Tribunal policies of the Jasper County Board of Education (JDD/JDE)).

A student in violation of Policy JDD/JDE will be suspended for a period of not less than 10 days during which time a Student Hearing Tribunal will be held to determine the full duration of the punishment.

A student shall be subject to suspension for any period in excess of ten school days for violation of school rules only by action of the Student Hearing Tribunal or the Jasper County Board of Education. Decision to suspend a student for more than ten school days shall come only after the student has been afforded notice, opportunity for hearing and other procedural rights consistent with state and federal due process requirements.

The Tribunal shall have the power and authority to impose the following defined disciplinary measures (JDD/JDE):

- Long-term suspension – meaning the suspension of a student from a public school for more than ten school days.
- Expulsion – meaning the expulsion of a student from a public school beyond the current school semester.

Confidentiality: All student records are confidential as far as third parties are concerned, with the school and the parent being the first and second parties. The guidance counselor must inform parents when a student admits a drug problem after first giving the student the option of informing the parent.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

20-2-751.7.(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make a verbal report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the verbal and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

False Reporting by Students and Consequences:

Students that maliciously make an unfounded report of inappropriate behavior against a teacher, administrator or other employee are subject to disciplinary action.

Those actions may include;

1. Removal from all classes and placed in the alternative education setting.
2. Removal from the school through the Student Hearing Tribunal Process with the school requesting permanent expulsion.

When a search of students, lockers, vehicles, book bags or any other type search occurs on school property, the following procedures shall guide the school administration in dealing with any prohibited items that are found that may necessitate action by a law enforcement agency. The administrator in charge of the school facility shall notify the Superintendent's Office immediately that the search has occurred, illegal items found, and that specific students are being detained to complete an investigation.

By the end of the business day, a parent of any student suspected of involvement shall be notified that the investigation is in progress and the nature of the child's involvement as best it is known at that time. The administrator in charge of the school facility shall conduct the investigation to discover all students involved and the level of involvement with all due speed. The Superintendent's Office shall be notified when the investigation has produced enough evidence to file charges against the student(s) involved.

The administrator in charge of the school facility shall contact the law enforcement agency with the information the investigation has revealed and the evidence gathered. The law enforcement agency shall contact any other agency as may be appropriate.

A parent shall be notified that the investigation and evidence supports a report to a law enforcement agency and that the report has been made. This should occur before any agency removes a student from the campus. Parents should have the opportunity to meet with the student and the administrator prior to the removal.

A written report shall be filed with the Superintendent, summarizing the findings of the investigation within 24 hours of the completion of the investigation.

Jasper County Virtual Academy

Jasper County Virtual Academy (JCVA) is a non-traditional schooling option, offering the four core subject classes, Advanced Placement courses (deadline applies), and many electives through online coursework for students in the sixth through twelfth grades.

Our staff includes high school certified facilitators to work with the students, an administrator, and a counselor. Additionally, the facilitators serve as content coaches for math, ELA, science, social studies and CTAE courses. Dual-enrollment courses through local and surrounding colleges as well as virtual dual enrollment are also options through JCVA and would provide more possibilities for students pursuing college credits.

The program serves sixth through twelfth grade students and is available for students seeking a full-time learning experience. It also provides an option for students to participate in extracurricular activities at Jasper County High School. Students have an opportunity to participate in extracurricular activities such as athletics, clubs, prom, and graduation if all eligibility requirements are met.

Students who are residents of Jasper County may attend JCVA tuition-free. We also accept applications from non-residents of Jasper County, but a tuition is required. Applying for admittance should be carefully considered. Students who are well-organized and self-motivated will find JCVA a good fit. This option is not for every student, but many students thrive in an online-learning environment. Furthermore, students will be required to complete and score the minimum requirement on an online readiness questionnaire.

The virtual program reflects the structure found in regular school programs, in that it will have frequent checks for understanding, some projects, and exams. Final exams will be required at the end of each term for all students. In addition, all system and state mandated tests will be administered.

Test-Out Option

Jasper County High School is offering students the opportunity to test out of classes and receive credit for the class if they make the appropriate score on the EOC for the class. The Georgia Department of Education and the Georgia State Board of Education have passed a ruling that allows high school students in the state of Georgia to obtain a maximum of (3)credits through the new EOC Test Out Option. The requirements for students to participate in test out are very detailed and require consideration on behalf of both the student and parent. All EOC Testing for the purposes of Opting Out of a class will be done online.

Guidelines on the “Test-Out Option” and the registration form can be found on the JCHS website or picked up in the JCHS counseling office.

Important Dates of the 2016-2017 School Year

Please refer to the academic calendar provided on page 2

Homecoming	October 14, 2016	Homecoming Dance	October 15, 2017
Prom	March 25, 2017	Graduation	May 20, 2017

TECHNOLOGY USE GUIDELINES

It is the belief of the Jasper County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution, and storage is an important part of preparing students to live in the 21st century. The Board further believes that a technology rich classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks, Internet access, and personal devices under the Bring Your Own Device (BYOD) policy. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Jasper County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

With respect to any computers belonging to the school and having access to the Internet, it shall be the policy of the Jasper County Board of Education that the school system shall have in continuous operation:

1. A qualifying technology protection measure, as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators, and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1), and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response as required by the Children's Internet Protection Act;
 - c. Prevent unauthorized access, including so-called "hacking", and other unauthorized activities by minors;
 - d. Prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors online; and
 - e. Restrict minor's access to materials "harmful to minors" as that term is defined in Section 1703(b) (2) of the Children's Internet Protection Act of 2000.

The technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Jasper County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the districts acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages.

The Jasper County Board of Education will, through its administrative staff, provide an Internet screen system, which blocks access to a large percentage of inappropriate sites.

It should not be assumed, however, that users are completely prevented from accessing inappropriate communications or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Jasper County Board of Education's acceptable use policy may be subject to revocation of these privileges and disciplinary action.

CYBERSAFETY - USE AGREEMENT FOR STUDENTS IN JASPER COUNTY SCHOOLS

Rules to help keep Jasper County Secondary School Students Cybersafe:

As a safe and responsible user of technology, I will help keep myself and other people safe by following these rules:

1. My user name provides me access to the computers, portal, and other resources of the district. I will log on only with that username. I will not allow anyone else to use my user name.
2. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any technology material or activity, which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not at any time use technology to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also apply to mobile phones and other wireless, blue tooth, or other similar devices. I will only use the device(s) at the times that I am permitted to during the school day.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
8. If I accidentally access inappropriate material, I will adhere to the following procedures:
 - a. Not show others
 - b. Turn off the screen or minimize the window and
 - c. Report the incident to a teacher or other school staff member immediately
9. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. This ensures the school complies with Copyright laws. I also understand that anyone who infringes Copyright may be personally liable under this law.

Violation of any part of this agreement or Policies IFBG/IFBGE may result in the termination of a student's access to any Technology Resources, including Internet Access.

Bring Your Own Device

BYOD AGREEMENT

The use of technology to access educational material is not a necessity or a right but a privilege. A student does not **have a right** to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOD must adhere to the

Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE). Additionally:

- a. The technology is allowed for educational purposes and only to enhance the classroom experience. Teachers will decide when it may be used and for what purpose(s). The technology

- may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.
- b. Students take full responsibility for their personal electronic/digital devices. The school/district is not responsible for the security of the electronic devices. Additionally, students are responsible for management, trouble shooting, and technical support of their personal devices. The school/district is not responsible for technical support of or repairs to personal devices. The technology may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging) unless authorized by the teacher or administration.
 - c. The technology may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless authorized by the teacher or administration.

Students acknowledge that:

- a. Each teacher will decide if, when and how BYOD will be used in his/her classroom.
- b. The school's network filters will be applied to one's connection to the Internet, and there will be no attempts to by-pass those filters.
- c. Bringing on premises, attempting to infect, or infecting the network with a Virus, Trojan, malware, or program(s) designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG and the student acceptable use policy outlined in the Handbook.
- d. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Policy IFBG, and the student acceptable use policy outlined in the Handbook.
- e. The school district has the right to collect and examine any device that is suspected of causing problems or identified as the source of an attack or virus infection.
- f. Access to student drives through the district network while using BYOD is not possible. Files may have to be saved on the C: drive of the laptop, a jump drive, an external drive, to the student's Google Apps account or another media device.
- g. Printing and scanning from personal devices will not be possible at school.
- h. Personal technology must be charged prior to bringing it to school and run off its own battery while at school.