

# Jeff Davis High School Student/Parent Handbook 2020-2021



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*VISION – Maintain a relentless pursuit of excellence as we prepare students for life.*

*MISSION – The mission of the Jeff Davis County School System is to develop successful, productive citizens who make a positive contribution to society.*

Greer Smith, Principal  
Doug Alexander, Assistant Principal  
Sarah Beth Swain, Assistant Principal  
Michael Creamer, Counselor  
Greg Lovett, Counselor  
Connie Toole, Counselor  
Dustin Allen, SIS

**Revised 7.16.20**

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## **JEFF DAVIS COUNTY SCHOOLS**

### **GEORGIA SPECIAL NEEDS SCHOLARSHIP**

As the parent of a student who receives special education service in our school system, we are informing you of your options to exercise public and private school choice. Under a new state law passed by the Georgia State Legislature in 2007, parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia. For more information, contact the special education director at 912-375-6715.

#### **Public School Choice Options**

The parent may request a transfer to a school in another school system if there is available space and if the system and school have a program with the services agreed to in the student's existing individualized education program. However, a school system must agree to accept the student. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to and from the school in that system.

The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will be dependent upon determining if that setting is appropriate for the student's needs. If the parent chooses this option, then the parent shall be responsible for transportation to and from the state school. Please contact the Georgia Department of Education for more information about transferring to a state school.

#### **Private School Choice Option**

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. For more information on the Georgia Special Needs Scholarships and the parent application process, please visit the Georgia Department of Education's website at <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>.

#### **Parental Information and Resources**

The Georgia Department of Education provides valuable information and resources for parents and educators about the federal Every Student Succeeds Act and what it specifically means to students, the schools they are attending, and the local school district. GaDOE also provides information on Student Growth Percentiles and the Georgia Milestone Assessments. You will find tips that may prove useful when talking with teachers or school officials. Visit the GaDoe website at <http://www.gadoe.org/School-Improvement/Federal-Programs/Partnerships/Pages/Parent-Engagement-Program-For-Parents-Links.aspx>.

#### **Homeless Children and Youth**

The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. If you think a child may be in a homeless situation, please call Richard Stone who is the local homeless liaison at 375-6705.

## **JEFF DAVIS HIGH SCHOOL GOALS**

**\*Achievement**

**\*Attendance**

**\*Academics**

**\*Appearance**

### **ALMA MATER**

Hail, dear old JDH  
We'll always heed thy call  
We'll true and faithful be  
Here in thy walls

When we are gone from thee  
Our hearts will always be  
Loyal and true to thee  
Dear JDH

### **COLLEGE AND CAREER READINESS PERFORMANCE INDICATORS (CCRPI)**

Georgia uses the College and Career Ready Performance Index (CCRPI) each school year for state accountability purposes. The CCRPI has multiple indicators to determine a school's performance, rather than using a single test score given at one point in time. A numerical score out of 100% will be given to every school in the state and will be based on the following:

Weighted average of achievement, achievement gap closure, and progress.

Achievement is the predominant factor.

Exceeding the Bar Indicators (may earn extra points for excellent work).

### **PROFESSIONAL QUALIFICATIONS OF TEACHERS**

In compliance with the requirements of the Every Student Succeeds Act, the Jeff Davis County School District informs parents that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

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

If parents wish to request information regarding their child's teacher's qualification, they may contact the principal [Mr. Greer Smith](mailto:greer.smith@jeff-davis.k12.ga.us) at 375 – 6760 (fax 912-375-0945) or [greer.smith@jeff-davis.k12.ga.us](mailto:greer.smith@jeff-davis.k12.ga.us).

### **DISCRIMINATION ACT**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Jeff Davis County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Jeff Davis County School System's Career and Technical Education department does not discriminate in enrollment or access to any of the programs available including: Agricultural Mechanics, Forestry/Natural Resources, Plant Science/Horticulture, Administrative and Information Support, Small Business Development, Nutrition and Food Science, and Engineering. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Jeff Davis County School System also does not discriminate in its hiring or employment practices.

***Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator listed below:***

#### **[Dr. Joyce Davis](#)**

CTAE/Professional Development Director  
52 Yellow Jacket Dr.  
Hazlehurst, GA 31539  
(912) 375-6705

Title VI of the Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
Title II of the Americans with Disabilities Act  
Title IX of the Education Amendments of 1972  
The Age Discrimination Act of 1975  
The Americans with Disabilities Act of 1990

## **PRINCIPAL'S MESSAGE**

Dear Student,

Welcome to the 2020-2021 school year at Jeff Davis High School! The faculty and staff at JDHS are excited to embark on the next step of our students' educational journey and we are confident that this will be an outstanding year!

Over the past several months we have experienced extensive renovations inside our building, and we are extremely proud of the results! Athletic and facilities upgrades will continue throughout the 2020-2021 school year providing students the best high school experience possible. All of these improvements are being done for you so that we can continue to show our "Jacket Pride." From academics to athletics, and everything in between, we want your high school experience to be memorable.

**Challenging students** academically and preparing them for a productive career path is the ultimate goal at JDHS. JDHS will continue offering multiple Advanced Placement courses, each of these providing opportunities for our students to be challenged beyond the traditional curriculum. Also, in conjunction with South Georgia State College, Dual Enrollment Program courses will be offered to include English 1101, English 1102, Psychology, Political Science, U.S. History, Economics, and American Literature. These courses will be taught by South Georgia State College professors and be offered at the JDHS campus to JDHS students. Students will earn both high school and college credit for these courses. JDHS students will also have many students who will be participating in career focused dual enrollment courses with Coastal Pines Technical College. These courses include nurse aide, welding, timber harvesting, criminal justice, and electrical wiring. Also, JDHS will have more than 50 students participating in the Work Based Learning Program. These students work throughout the community in areas such as medical, business, agriculture, and education.

I would like to challenge each student with the following goals:

- **Be at school**-teachers cannot prepare you if you are not here
- **Be willing to be uncomfortable**-learning happens when you are out of your comfort zone
- **Be an active participant**-your learning is just that-YOUR LEARNING
- **Be your best**-every day is an opportunity to get better
- **Be unsatisfied**-no one ever achieved their goals by being average

Again, we would like to welcome all of our students to Jeff Davis High School. Together we can make this a great school year!

**We Love You, and Go Jackets!**

Greer Smith

Principal JDHS

## Jeff Davis High School 2020-2021 School Year Calendar

### 2020-2021

Mandatory Flex Days	July 29 - 31
Pre-Planning	August 3 - August 5
First Day of School	August 20 (Thursday)
Labor Day	September 7
Columbus Day	October 12
PLC Day # 1	October 13
Thanksgiving	November 23 - 27
End Fall Semester	December 17
Staff Planning	December 18
Christmas Break	December 21 - January 1
Staff Planning	January 4
Spring Semester First Day	January 5 (Tuesday)
MLK Day	January 18
Presidents Day	February 15
PLC Day # 2	February 16
Holiday	March 12
Spring Break	April 5 - April 9
Last Day of School	May 19
Post Planning	May 20, 21
Student Days Fall Semester	88
Teacher Days Fall Semester	93
Student Days Spring Semester	88
Teacher Days Spring Semester	92





## WHERE TO GO FOR INFORMATION

### If you need:

- Advice about your schedule
- Announcement over PA system
- Annual
- Approval for Activities
- Attendance Information
- Audio Visual Aid
- Certificate of Attendance for Driver's License
- Change of Schedule
- Clubs
- Deposits
- Discipline Information
- Free or Reduced meals
- Hospital Homebound
- Hope Scholarship Information
- Information about Colleges/Technical Schools
- Personal Care Items (girls)
- Teenage Nurturing Service
- Lost and Found
- Medical Attention
- Parking
- Parking Decals
- Personal Guidance
- Register to Vote
- Scholarship
- Selective Service
- Student Government Input
- To Report Theft of Vandalism
- Transcript Request – Withdrawals
- Worker's Permit

### Go to:

Guidance/**Ms. Swain**  
 Front Office  
**Mrs. McNeal**  
**Mr. Smith**  
**Mrs. G. Davis/Mr. Campbell**  
 Media Center  
**Mrs. G. Davis**  
**Swain/Toole/Creamer**  
 Club Sponsor  
**Mrs. Rentz**  
**Mr. Alexander/Mr. Smith**  
 Lunchroom Manager  
**Mr. Creamer**  
**Mrs. Toole**  
**Toole/Creamer/G. Lovett**  
 Nurse – **Mrs. Hester**  
**Mrs. Toole**  
 Front Office  
 Nurse – **Mrs. Hester**  
**Mr. Alexander/SRO**  
**Mrs. Rentz**  
**Toole/Creamer/G. Lovett**  
**Mr. Alexander/Mr. Smith**  
**Ms. Swain/Mrs. Toole**  
 Post Office/**Mrs. Toole**  
**Mr. Alexander/Mr. Smith**  
**Mr. Alexander/Mr. Smith/SRO**  
**Mrs. G. Davis**  
 Media Center-**Mrs. Beth Davis**

## DAILY TONE SCHEDULE 2020-2021

7:15 Teachers and buses arrive.  
7:40 Students report to first block  
7:44 Warning Tone  
7:45 Tardy Bell  
7:45 – 7:50 Announcements

7:50 – 9:15 First Block - 85 Minutes  
9:17 Warning Bell  
9:18 Tardy Bell

9:18 – 9:48 Buzz Block - 30 Minutes  
9:50 Warning Tone  
9:51 Tardy Bell

9:51 - 11:16 Second Block- 85 Minutes  
11:18 Warning Bell  
11:19 Tardy Bell

11:19 – 1:14 Third block & lunch

<u>Lunch</u>	<u>Begins</u>	<u>Tone</u>	<u>Warning</u>	<u>Tardy</u>
1 <sup>st</sup>	11:19	11:44	11:46	11:47
2 <sup>nd</sup>	11:49	12:14	12:16	12:17
3 <sup>rd</sup>	12:19	12:44	12:46	12:47
4 <sup>th</sup>	12:49	1:14	1:16	1:17

1:17 – 2:45 4th Block - 88 Minutes

Students will be permitted to enter the building in the mornings through 4 different doorways. They may enter the building through the front door, the band hall, and through the doorway nearest where the buses unload. Students must report immediately to their 1st block. Teachers may leave at 3:15 p.m. But, they should be prepared to remain until 3:45 p.m. if needed.

When the dismissal announcement/bell/tone sounds, all students should leave the building unless they are under the direct supervision of a school official. Once students have left the building they should immediately leave the campus. Those waiting on a ride should, shortly after the buses depart, wait for their ride under the covered driveway at the front of the school.

### STUDENT COUNCIL OFFICERS

President – (will be named during year)      1<sup>st</sup> Vice-President: [Abbi Thomas](#)  
2<sup>nd</sup> Vice-President: [Maci Graham](#)      Secretary: [Danvy Nguyen](#)      Comm. Dir.: [Madison McEachin](#)

## **HOW STUDENT COUNCIL WORKS**

The Student Council members, officers, and advisors work with the students, administrators, faculty, parents, and the community to reach common goals in citizenship, leadership, recreation, and service. They develop leadership, sponsor events, advise others, raise funds, create publicity, build better communications, and encourage school spirit between teachers and students.

Please do not consider the Student Council as a club. It is not a club. The Student Council is a group of young leaders selected from the student body by the democratic process.

The officers are elected in the spring by the student body as a whole; officers must have an overall average of 85.00 (An average of less than 85.00 will not be rounded off to 85.00) for the previous semester with no grade below 70 to be eligible for nomination. The president is a rising senior; the first vice-president is a rising senior; the second vice-president is a rising junior; and the secretary-treasurer is a rising sophomore. The president at the beginning of each school year appoints the parliamentarian.

The membership of the Student Council is made up of the Student Council Officers, and the Presidents of the school clubs and organizations. Additional members may be appointed by the President and sponsor.

## **ELECTION OF CLASS OFFICERS**

Each year each grade elects a President, Vice-President, and Secretary-Treasurer for their class. Candidates must qualify to run by presenting a nomination form to the Student Council Advisor. Each candidate must have an overall average of 85.00, an average of less than 85.00 will not be rounded off to 85.00, for the previous semester with no grade below 70 to be eligible for nomination. Upon certifying that the student is eligible to hold an office, his or her name will be placed on the ballot. The voting shall be by secret ballot.

## **CLASS OFFICERS**

	<b><u>Senior Class</u></b>	<b><u>Junior Class</u></b>	<b><u>Sophomore Class</u></b>	<b><u>Freshman Class</u></b>
<b>Pres.</b>	Aamere Joyce	Madison Norris	Alyse Herrington	TBA
<b>VPres.</b>	Jayla Roundtree	Ramon Castro	Ethan Griffin	
<b>Secretary</b>	Kella McCall	Shelby Moore	Cassie Bryant	
<b>Treasurer</b>	Samantha Chancey	Zoie Marchant	Cassie Bryant	

## **HOMECOMING QUEEN AND COURT**

The Homecoming Queen and Court are chosen by the students in elections sponsored by the Student Council. In the first election each senior will nominate one senior girl from their class. The six senior girls who receive the largest number of votes will be the senior representatives on the homecoming court. Students in grades 9 - 11 will vote for one girl in their grade to be a representative on the Homecoming Court. The top three girls in each grade for grades 9 - 11 will be listed on the ballot for the second election.

In order for a female student's name to be placed on the ballot, she must meet ALL of the following criteria. She must:

- ◇ be unmarried, never married or currently not planning to be married while enrolled in high school
- ◇ be childless or not currently pregnant
- ◇ be on track for graduation
- ◇ have passed 3 of 4 classes the previous semester
- ◇ have not been assigned ISS more than 1 (one) time during the previous semester at the high school level
- ◇ have never been assigned OSS at the high school level
- ◇ have a cumulative grade average of 75 or higher

During the second election every student will vote for one of the six senior girls. The senior girl receiving the highest number of votes will be homecoming queen. The senior girl receiving the second highest number of votes will be First Runner - Up. The senior girl receiving the third highest number of votes will be the Second Runner - Up. Also, during the second election, students in grades 9 - 11 will vote for one of the three girls from their grade

to represent their grade on the homecoming court.

### **ADMISSION OF STUDENTS TO THE JEFF DAVIS COUNTY SCHOOL SYSTEM**

All students requesting admission to the Jeff Davis County School System shall be admitted to the system only upon being enrolled by (1) a parent of the student; (2) an adult who may be caring for the child under orders of a court or has been awarded legal custody of the student by any court in this state or in any other state;(3) or anyone that provides an official Kinship Caregiver's Affidavit.

Proof of residency must be provided at the time of enrollment. A birth certificate, immunization certificate, transcript, discipline record and any additional documents as required by statute or school board policy shall be required of each student prior to formal school admission. The principal shall require from any adult who is not the parent of the student proof of legal custody or a certificate setting forth the circumstances whereby the adult is exercising parental control. However, a student may not be enrolled by a parent or an adult acting in the place of the parent if the enrollment allows the student to avoid tuition as a nonresident. The adult enrolling the student shall be deemed to stand in the place of the parent of the student for all school purposes.

Disciplinary actions or procedures pending against a student at the school from which the student is transferring from may be continued at Jeff Davis High School. The principal shall make reasonable inquiry to determine the truth of the facts set forth therein. House Bill 145 of the 1995 Georgia State Legislature allows local boards of education to refuse to enroll a student during the time the student is under suspension or expulsion from another school system provided the offense which led to the suspension or expulsion could be imposed in the enrolling school. It is incumbent upon the school enrolling the student to obtain from the former school system a certified copy of the order imposing the suspension or expulsion.

Admission to school may be denied to a non - student who is or has been involved in community misconduct which poses a threat to the school community. The non - student who is denied admission by the principal may appeal the decision to the superintendent. He/she will appoint a tribunal to hear the case and render a decision. This decision may be appealed to the Board of Education by the individual denied admission or by the principal.

Students who transfer to Jeff Davis High will have to have earned 1/2 of their high school unit credits from an accredited school in order to receive a diploma.

A student must be enrolled in a semester course 75 days to receive a Carnegie unit credit.

Courses and/or grades, transferred from Non – Accredited schools, public or private, will be accepted by Jeff Davis High School only after a review and approval of acceptance has been declared by an Acceptance Of Transfer Credit and/or Grades Review Committee established by the Principal of Jeff Davis High School. An accredited school is a school accredited or holding provisional status from the Georgia Accrediting Commission and/or one of the accrediting agencies that is a member of the Georgia Private School Accreditation Council and/or one of the following regional accrediting agencies:

*Middle States Association of Colleges and Schools	*New England Association of Schools and Colleges
*North Central Association of Colleges and Schools	*Northwest Association of Schools and Colleges
*Southern Association of Colleges and Schools	*Western Association of Schools and Colleges

All youth who have not attained the age of 20 by September 1 are eligible for enrollment in an appropriate education program, unless they have received a high school diploma or the equivalent.

Students who have not dropped out of school for one quarter or more and who have not attained the age of 21 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent.

All youth who are classified as special education students are eligible for enrollment in appropriate education programs through age 21 unless they have received a high school or special education diploma or the equivalent, provided they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed. (State Code 20 - 2 -150)

### **Dual Enrollment (Previously known as MOWR)**

Dual Enrollment (previously known as MOWR) is for students at eligible high schools that wish to take college coursework for credit towards both high school and college graduation requirements. Students may receive dual

enrollment payments for three semesters or four quarters per award year while enrolled in an eligible and participating high school program. The Dual Enrollment funding limit is a maximum of 15 semester or 12 quarter credit hours per student per term. Students may attend college part-time or full-time. Minimum eligibility requirements to take degree level academic courses are ACT (English 17 & Math 17) or SAT (Reading 24 and Math 22 - Math must be 25.5 to take college level math) Students and parents must attend a mandatory dual enrollment meeting and sign an advisement form acknowledging a complete understanding of the responsibilities assumed by the student while participating in the Dual Enrollment Program. For more information regarding this program, please see Mrs. Hobbs. Please refer to the GAFutures for more information on this topic.

### **COLLEGE ENTRANCE EXAMS**

Some colleges/universities and technical colleges require students to take entrance tests. Students should visit the career center for information on entrance tests for postsecondary schools. Registration for these entrance tests (SAT or ACT) can be accessed online. The Accuplacer is an entrance test for Georgia technical colleges. The Accuplacer test can be scheduled directly with the technical college of choice. The counselors are available in the career center for assistance with postsecondary education.

### **GIFTED PROGRAM (ACCEL)**

The Jeff Davis County School System provides educational programs that recognize and provide for the individual needs of students. Special programs for gifted students are an outgrowth of this commitment. To be eligible for gifted services, students must meet criteria mandated by the Georgia Board of Education. Students may be evaluated in the areas of mental ability, achievement, creativity, and motivation. Gifted services must meet State Board of Education - approved student competencies and Georgia Standards of Excellence while providing a differentiated curriculum. The curriculum will include more elaborate, complex, and in-depth study of major ideas, problems, and themes than would be ordinarily available in the regular classroom. Students are individually referred for possible gifted services by teachers, parents, administrators, self, and others with knowledge of the student's abilities. Students may be considered for gifted services based on their scores on system wide achievement tests and mental ability tests.

### **NON - RESIDENT STUDENTS**

Students living outside of Jeff Davis County who attend public school in Jeff Davis County will be charged a yearly tuition. Tuition payment should be paid in full to the Jeff Davis County Board of Education Office prior to the student attending public school in Jeff Davis County.

Students living outside of Jeff Davis County whose parents/guardians pay property taxes on property located within Jeff Davis County that is recorded in their name will be exempt from the tuition payment provided the amount of taxes paid to school is equal to or greater than the tuition charge. Evidence of this tax payment must be presented to the Jeff Davis County Board of Education prior to the student attending a public school in Jeff Davis County.

Students living outside of Jeff Davis County whose parents/guardians are employees of the Jeff Davis County Board of Education will be exempt from the tuition payment.

### **IMMUNIZATIONS**

Georgia State Law mandates that all students attending a Georgia school must be immunized against seven diseases: measles, rubella, diphtheria, tetanus, pertussis (whooping cough), polio, and mumps. Students must have on file, at the school they attend, an adequate certificate of immunization. Such certificates may be obtained from the local health department. Students should present the certificate to the records clerk, Mrs. Gail Davis, or a guidance counselor. Students will not be enrolled until proper documentation is presented.

### **EYE/EAR/DENTAL FORMS**

All students must have an eye/ear/dental form on file at the school before they can be enrolled.

### **SOCIAL SECURITY NUMBERS**

All students enrolling in Georgia schools are encouraged to present an official copy of their social security card. The school requests that students bring their social security card and allow a copy of it to be made. Parents who object to providing their child's social security card or social security number may receive a waiver.

Throughout a student's educational years, several documents will be given to the student and/or his/her parents that contain the student's social security number. This includes documents such as transcripts and report cards. The student and/or his/her parents may wish to secure these types of school reports at all times in order to not disclose the social security number to outside parties.

### **HARDSHIP WAIVERS**

The Jeff Davis County Board of Education requires that all students in grades 9-12 be scheduled for a minimum of all four class periods per day or three class blocks per day and be enrolled in a Co-op work program sponsored by the school the student attends. However, the Board recognizes that extenuating circumstances beyond the control of the student may create such a hardship for the student to his/her parents which may require the student's school day to be less than the class periods required.

The Superintendent of Schools is authorized to waive the minimum class period requirement for students in grade 12 if the Superintendent finds a hardship for one of the following reasons:

1. Economic
2. Family emergencies such as death or illness
3. Student's health
4. Any other good and sufficient reason which creates a hardship for the student, or parent/guardian

Hardship waiver requests shall be submitted in writing to the principal of the school the student attends. The principal will submit it within three days from the time he/she received it to the Superintendent. The Superintendent shall evaluate each request on a case by case basis and forward the decision in writing to the student's parents/guardians within 10 days of the submission of the request to the Superintendent. A copy of the decision will be sent to the principal of the school the student attends. The decision of the Superintendent is final. Students wishing to apply for a waiver should see the principal for a Waiver Form.

### **GRADES AND UNITS**

To Progress to the 10th grade 5 units are required

To Progress to the 11th grade 11 units are required

To Progress to the 12th grade 17 units are required

To Graduate 23 units are required

### **Transfer Students**

Those students who transfer to Jeff Davis High after entering the 9<sup>th</sup> grade are required to have for promotion and graduation the maximum number of units they could have earned minus 3. However, state requirements for graduation must be met.

- **Transfer student policy concerning transfer grades:**
  - a. Every attempt will be made to match courses at JDHS with the transfer courses.
  - b. For the courses that cannot be matched, the overall average of the current grade in all the courses not matched will be used. The purpose of averaging the grades of the courses not matched and using them as transfer grades with JDHS courses is due to the difficulty in matching different courses. It is impossible to determine which transfer grade is used for a particular course, so an average is used.

For example:

<u>Transfer courses</u>		<u>JDHS transfer grades</u>	
10 Lit/comp	85	10 Lit/comp	85
Alg. I	81	Alg. I	81
Painting	90	Intro. Tech I	73
Phy. Sci.	70		
Construction	<u>60</u>		
<b><u>Average</u></b>	<b>73</b>		

### **GRADING SCALE**

The Jeff Davis County School Board of Education Promotion Retention Policy, Policy IHE, provides for the following grading scale for grades 9-12. ( **\*\*\*Semester grades may not exceed 100.\*\*\***)

<u>Numerical Score</u>	<u>Letter Grade</u>	<u>Equivalent</u>
90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
Below 70	F	Unsatisfactory

- **Weighting of Grades:** No more than three points will be added to the semester final grade in the following courses: Calculus, Physics, Advanced Placement Courses, and Academic College Courses. Academic College Courses are those College Courses taken at an Academic College. (Local Board of Education Policy IHA.)
- **School Year Extension:** Students who earn a semester grade of 65-69 in certain courses may attend school year extension and have an opportunity to earn a grade of 70 for the course.
- **Georgia Milestone End of Course Test:** The state of Georgia has mandated that students enrolled in certain courses be given, near the end of the course, a state prepared Georgia Milestone End of Course Test. The State Department of Education will be responsible for grading the test. The courses identified by the state that the Georgia Milestone End of Course Test are to be administered in are: GSE Algebra I, GSE geometry, physical science, biology, economics, U.S. history, 9<sup>th</sup> grade literature and composition, and American literature and composition. The grade the student makes on the Georgia Milestone End-of-Course Test will count as 20% of the final semester grade in the course.
- **Semester Exam/Activity:** A comprehensive semester exam/activity will be given at the end of each semester in all courses with the exception of those courses that have a Georgia Milestone End of Course Test. The semester exam will count 20% of the final semester average.
- **Final Grades:** The final grade is a calculation of all grades earned during the semester. The semester average will be determined by grades from a combination of activities, which include assignments such as homework, tests, class work, make-up assignments and activities. The individual teacher will determine the weight of each grade category. The Georgia Milestone End of Course Test/semester exam will count at 20% of the final semester grade.

### **JDHS Final Exam Exemption \*\*\* Attendance Criteria Will Be Waived For the 20-21 School Year \*\*\***

Students may be exempt from semester finals (if student has a minimum classroom average of 75%) provided the following requirements have been met:

- Student has **75** (or higher) average in the class and meets benchmark criteria established by the content teacher on the 3rd benchmark.).

In addition to the student's average and attendance, the student must not have served **MORE THAN 1 ISS** assignment or **ANY OSS** assignments during the semester. Students meeting the above criteria will be exempt from all non-EOC exams. Students not meeting all requirements will be required to attend school and take all exams. If the student meets the above criteria and wishes to take the non-EOC exams, they may do so to improve their average in class.

### **CREDIT RECOVERY PROGRAM**

The Credit Recovery Program is available to students enrolled at Jeff Davis High School. Students may enroll in courses that they have previously failed. Honor students may enroll in Credit Recovery for elective course credit only. Students transferring to Jeff Davis High School will be evaluated by a counselor for eligibility in Credit Recovery. The Credit Recovery Program will be offered after school hours. See a guidance counselor for more information.

### **GRADUATION**

Graduation is planned and arranged by the cooperative efforts of a faculty committee and selected students and parents under the direction of school officials. Invitations may be purchased. You are required to wear caps and gowns if you participate in the graduation exercises. A dress code will be provided for seniors participating in Graduation during the month of May. This dress code must be strictly adhered to.

Vendors will visit the school to sell invitations and other graduation items. The school will make arrangements for you to meet these people and to purchase items. However, the school is not responsible for the selling, buying, delivery, quality, etc. of these items. The school will assist a student in resolving any problems he/she may have with the vendor, but the school will not be responsible for any aspect of the transaction.

Seniors who do not have the required unit credit for a diploma at the end of their senior year will not be permitted to participate in the graduation exercises. If you complete graduation requirements by attending summer school, you are responsible for contacting the guidance office for all business connected with graduation.

### **HONOR GRADUATES**

A student must meet the following criteria in order to be named as an honor graduate: Achieve a grade point average of 90.0 or above for four years of high school work. In determining averages, the grade that a student has in a course at the end of the 16th week of the semester will assume the rank of the final grade for courses taught during the 2nd semester of the senior year. Honor graduates will be recognized according to the credentials they receive. For example: JDHS Honors with Distinction Honor Graduates, JDHS Honors Honor Graduates, and High School Diploma Honor Graduates.

### **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutatorian are the two honor graduates who have the highest average of those who completed the Jeff Davis High Honors with Distinction course of study, and who meet all other requirements within Board of Education Policy IHDA (12/8/08). Both must have been enrolled at Jeff Davis High School for the entire school year (senior year).

In order to be eligible for valedictorian or salutatorian status, students who transfer to JDHS must have earned any transferred course credits in a regionally or state accredited school. The school must have been accredited at the time of course completion.

Transfer students may qualify as honor graduates, but the school administration is the sole judge in determining the relatedness of any grades submitted which are designated as A,B,C,D or F. School board policy has tie breaking procedures to be followed in the event of a tie for valedictorian and/or salutatorian. For a copy of the policy, contact the principal.

### **STAR STUDENT & TEACHER**

The Georgia Department of Education, the Professional Association of Georgia Educators (PAGE), and the Georgia Chamber of Commerce will sponsor the student - Teacher Achievement Recognition (STAR) Program. The aforementioned sponsors establish requirements for this honor.

### **HONOR ROLL**

Jeff Davis High School has two honor rolls each semester. They are as follows:

"A" Honor Roll - In order to be eligible for this Honor Roll, a student must have a 90 average or higher in each subject for the semester.

"A - B" Honor Roll - In order to be eligible for this Honor Roll, a student must have an overall average of 90 or higher with no grade below 85.

### **STUDENT RECOGNITION PROGRAM**

The student recognition program is designed to recognize students who excel in the areas of attendance, academics, and individual improvement. There are two purposes of this program. First, it promotes attendance and academic excellence through the principles of rewards and incentives used successfully by business and professional groups. Second, it rewards and recognizes achievement and behavior that the community and school value with incentives that are important to students.

#### A. ATTENDANCE - (Attendance Awards Will Be Suspended Due to Covid for 20-21)

Jeff Davis High School recognizes students who excel in the area of attendance by- providing incentive awards for those students who have yearly perfect attendance. A student must be present for two blocks each day of the school year in order to have Perfect Attendance for the year. The record clerk's computerized attendance record will be the official record used to determine if a student has perfect attendance or not. Students who have perfect attendance for the entire school year will receive the following incentive awards:

- Certificate of Attendance
- Names will be publicly announced most likely in the Jeff Davis County Ledger.
- Free admission to all regular season home ball games of the following year diplomas,
- Students who have perfect attendance during their 11th grade year will receive a 10 percent discount from a Herff Jones graduation invitation order made during their 12th grade year.
- Students who have perfect attendance during their 12th grade year will be recognized at honors night.

\*A student must be present for two blocks each day of the school year in order to have Yearly Perfect Attendance.

\* The Record Clerk's computerized attendance record will be the official record used to determine if a student is eligible to receive Yearly Perfect Attendance incentive awards.

#### B. ACADEMIC - Jeff Davis High School recognizes students who have excelled academically by sponsoring two Honor Rolls. They are as follows:

1. "A" Honor Roll - In order to be eligible for this Honor Roll a student must have a 90 average, or higher, in each subject for the semester. Students who are eligible for this Honor Roll will receive the following incentive awards:
  - Name will appear in the Jeff Davis County Ledger
2. "A - B" Honor Roll - In order to be eligible for this Honor Roll a student must have an overall average of 90, or higher, with no grade below 85. Students who are named to this Honor Roll will receive the following incentive awards:
  - Name will appear in the Jeff Davis County Ledger
3. Semester Honor - In order to be eligible for this Honor Roll a student must have a grade of 90 or above for the final average in each course.
  - Students who are eligible for this Honor Roll each semester of a school year will receive a letter jacket.
  - If they already have received a letter jacket, they will receive an academic emblem and a bar. Each year thereafter the student, if he/she is eligible for this honor roll each

semester of the year, will receive an additional bar to go on the jacket.

- ❖ **HONORS DAY/NIGHT** - Near the end of the school year, honors night will be held for seniors. Academic honors and other honors will be presented. Each department of the school will select students to receive the academic honors from the department. An academic honor may be presented for every course in the department. Honors Day will be held for 9th-11th grades during the last week of school during the school hours.

### **C. INDIVIDUAL STUDENT IMPROVEMENT – JACKET PRIDE PROGRAM**

The JACKET PRIDE PROGRAM enables teachers to recognize students in the classroom for any of the following achievements:

- Academic improvement
- Attendance improvement
- Attitude improvement
- Contribution to class
- Contribution to the school
- Improvement in school citizenship

Teachers may select students to be his/her JACKET PRIDE. Faculty members are not restricted to selecting students in his/her classes. Students who are selected as a JACKET PRIDE recipient will receive the following recognition incentive awards.

- Name be placed in the local newspaper.
- Name will be announced on the school's morning bulletin and/or intercom.
- Students will be awarded a certificate.

### **CLASS RINGS**

Vendors will visit the school to sell class rings. Students will be permitted to purchase class rings for delivery during the summer between their tenth and eleventh grade year. However, the school is not responsible for the selling, buying, delivery, quality, etc. of the rings. The school will assist students in resolving any problems they may have with the vendor, but the school will not be responsible for any aspect of the transaction.

### **GRAD NIGHT, PROM & HOMECOMING DANCE**

Parents and community volunteers sponsor these activities. The school will assist with such things as communication and location of meetings pertaining to these events.

### **PARENT CONFERENCES**

Parents are welcome and encouraged to come to the school to talk with teachers. Appointments should be made to coincide with the teacher's planning and can be set up through the office. 912- 375 - 6760

### **CAREER CENTER**

Students at Jeff Davis High School have virtually unlimited access to career exploration opportunities via the Career Center. The career center houses material on self-awareness, careers (job titles, training required, expected salaries, job outlook, contacts, etc.), education and training, and job search. The center is open to students both before and after school, during breaks, lunch, and during classes (with pass only), and is staffed by a certified counselor.

### **ACADEMIC ASSISTANCE PROGRAM**

The teachers at Jeff Davis High School are actively concerned with the performance of students in their classes. Because of this concern, teachers routinely offer extra assistance to students either before or after regular school hours. Students may obtain assistance in course work from their teachers by seeing the teacher and making an appointment for additional help. Quite often, teachers have specific times daily (such as 7:15 – 7:45 A. M. or 2:45—3:15 P.M.) when they are working in their classrooms. During these times students needing additional help may go to the specific teacher for that help without making a prior appointment.

Many times, if a teacher notices that students are not working up to their capabilities, then the teacher informs the students, either individually or through general statements to the class, that additional help may be obtained by seeing the teacher and arranging a time convenient to both the teacher and the student, for the teacher to offer additional assistance.

## **ONLINE COURSES**

Online courses are available to students upon request.

## **GUIDANCE/ADVISORY SYSTEM**

### **Guidance:**

Guidance services are offered to help you with problems. These problems may take the form of attendance, behavior, course selection, grades or anything you feel is hindering you in obtaining the maximum benefit from your time and energies you are investing in school. Counselors, teachers, and principals are all part of the program in providing you with help. You should feel free to call on them at any time.

The counselors provide resources such as SAT online registration information, SAT and ASVAB study guides, college and technical school catalogs and applications, and financial aid information. The counselors work with students who are experiencing problems with friends, peer pressure, drugs, alcohol, family, or academics. They also provide services in career planning, goal setting, postsecondary education decisions, and decision-making skills.

### **Advisors:**

Homeroom teachers will serve as advisors to the students in their homeroom. Advisement sessions on various topics will be held throughout the year. However, the school's counselors will serve as advisors regarding graduation requirements.

## **WITHDRAWAL AND TRANSFERS**

Withdrawals and transfers are handled through the guidance office. When a student knows that he/she will withdraw from school on a certain date, he/she is to report this fact to the records clerk, secure a withdrawal form, and have it cleared by each teacher, the librarian, the counselor, and the principal.

After giving the student a copy, the counselor will then file the withdrawal form. Students who plan to transfer to other schools should request a transcript of credits. Should you decide to return to school after you have withdrawn, you should report to the guidance office and officially re-enter.

Students who are planning to drop out of school are urged to take their problems to the guidance counselor prior to withdrawal. Sometimes help can be given in solving problems which seem to necessitate the withdrawal, and the student can then continue his/her education.

When a sixteen or seventeen year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

## **DIRECTORY INFORMATION & ACCESS TO STUDENT RECORDS**

***The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:***

- The right to inspect and review the student's education records within 45 days of the day the school/school system receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.  
Parents or eligible students may request Jeff Davis County School System to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the system/school personnel decide not to amend the record as requested by the parent or eligible student, the parent or eligible student will be notified of the decision and advised of their right to a hearing regarding the request

for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school system discloses educational records without consent to officials of another school system in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Jeff Davis County School System to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D. C. 20202-4605

*The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request. If you wish to exercise this right, you must notify your school principal in writing annually within 10 days after the first day of entry for the school year.*

- Student's name, address and telephone number;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at schools within the school district;
- Honors and awards received during the time enrolled in the district's schools;
- Photograph
- Grade level.

### **DOCUMENT INFORMATION**

Throughout a student's educational years, several documents will be given to the student and/or his/her parents that contain the student's social security number. This includes documents such as transcripts and report cards. The student and/or his/her parents may wish to secure these types of school reports at all times in order to not disclose the social security number to outside parties.

### **SCHEDULE CHANGE**

Schedule change requests must be given to the person responsible for scheduling by the end of the 5<sup>th</sup> school day of the semester. No requests will be taken after that time. The school will attempt to finalize all possible schedule requests by the 7th school day of the semester.

### **TEXTBOOKS**

Textbooks are furnished by the State of Georgia but they are your responsibility. Teachers will maintain accurate records of all books that are issued. When you return your book, an examination is made of its condition. You will be charged a fine if it is determined that you have abused the book. If you lost your book during the year, you may request the teacher to issue you another after you have paid for the lost book. A student is responsible for the full replacement cost of the textbook. Students should keep up with their books. Books should not be left in the hallway, on top of lockers, and in other inappropriate places. To do so will be considered a class 1 violation of the student conduct code.

### **MEDIA CENTER**

**The school media center is staffed with a media specialist and staff who are available to help you locate resources, references, and books. Fiction and non-fiction works are available for checkout as well as**

**reference materials, periodicals, and magazines.**

**Media Center rules:**

1. Materials may be checked out before school, during lunch, and at other times when the student is in the media center.
2. Materials are not to leave the media center without first being checked out.
3. Books may be checked out for two weeks. Checkouts may be renewed.
4. Overdue books accumulate a fine of ten (10) cents per day.
5. Lost and damaged materials must be paid for (replacement cost).
6. Students who abuse materials will lose their library privileges.
7. Removing or damaging barcodes will result in a \$1.00 fine.

**TEENAGE NURTURING SERVICE**

Information related to teenage pregnancy, care of children, characteristics of the developing child and how to handle stressful situations of parenting are available to any student. Students who need this information should contact **Mrs. Toole**.

**LOCKERS**

Physical education lockers, or any other school lockers, shall be subject to search, including dog sniffing, at the discretion of the principal with the approval of the superintendent. Law enforcement officials may aid in the search of lockers and vehicles when requested by the administrator. Lockers are school property and are subject to be searched if, in the opinion of the administration, such a search is necessary for the protection of other students and for maintenance of an orderly and safe school environment.

**MOMENT OF SILENCE**

State law requires that each public school conduct a moment of silence at the beginning of the school day for the purpose of reflecting on the anticipated activities of the day. This will be done each day during the first block. During this time everyone is to remain silent for a period of time which is not to exceed sixty seconds.

**HOSPITAL HOMEBOUND**

The hospital homebound program is available to all students who experience a medical problem which requires them to miss five (5) or more consecutive days of school. When students are on this program, they may receive instruction at home and be counted present at school. When a student learns that he/she is going to be absent five (5) or more consecutive days for medical reasons, he/she is encouraged to contact Mrs. White and request hospital- homebound instruction.

**TARDY TO SCHOOL AND CLASS**

Students are expected to be in the classroom and at their desk when the tardy bell sounds. When a student is tardy but arrives before 8:10, he/she should report directly to his/her first block class. If he/she arrives after 8:10, he/she should sign in at the school's front office and receive a pass to class. Failure to sign in will be considered a violation of the student conduct code. Also, excessive tardies will be considered a violation of the student conduct code. **The following is our discipline process for excessive tardiness per individual block.**

1. When a student accumulates three (3) tardies, lunch detention will be assigned. This will be monitored by the administration by means of a weekly report of tardies in Infinite Campus. The lunch detention coordinator will email to jdhstaff the names of the students who served lunch detention by the end of each school day.
2. Students who fail to report to detention may be assigned ISS or another appropriate punishment.
3. When a student accumulates five (5) tardies, the teacher is to contact the student's parent, lunch detention will also be assigned by the administration.
4. When a student accumulates seven (7) tardies, the administration will create a discipline referral in Infinite Campus. The student will be assigned one (1) day of ISS.
5. For each tardy accumulated after the 7<sup>th</sup> tardy, the student will be assigned ISS. The administrator will also use an OSS assignment as needed.
6. When a tardy is accumulated after the 7<sup>th</sup> tardy, and after the completion of one (1) day ISS, the administration is to notify a counselor. The counselor will attempt to schedule a parent conference with the student's parents.

### **SIGN OUTS**

No student will be permitted to leave the school campus during school hours unless accompanied by his/her parent/guardian or adult designated by the parent/guardian except for providential reasons or for extreme emergency reasons as determined by the principal or designee. **NO PHONE CALLS REQUESTING A STUDENT BE SIGNED OUT WILL BE ACCEPTED!**

The Jeff Davis County Board of Education recognizes the fact that there may be occasions when a child must leave school and it would create an extreme hardship for the parents/guardians to go to the school and sign the child out. Therefore, the Jeff Davis County Board of Education encourages parent/guardians to prepare in advance for this by signing a designate form designating another adult to sign their child out. This designate form must be presented to the school in which the student is enrolled. Students may be signed out by the parents/guardians or the designated adult in advance of the time they are to leave. For instance, parents/guardians or designated adults may go to the school prior to the time the student is to leave and sign the student out.

The superintendent and principal may utilize other methods to process sign outs that will contribute to the operation of the school on days that large numbers of sign outs are anticipated. An example is the death and/or funeral of a student.

### **ABSENCES FROM CLASS WITHOUT PERMISSION**

Once you arrive on the school campus, or board a bus you are considered to be under the authority of school rules and procedures. If you decide to leave campus once you have arrived, you should be signed out properly. If you are not signed out properly, you will be considered AWOL and will be subject to punishment. It is the student's responsibility to make sure he/she has been signed out properly before he/she leaves. Students who are found on campus in an area/ other than that to which they are assigned will also be considered AWOL. Failure to do so will result in being charged with an AWOL/Skipping offense. (See Student Conduct Code.)

### **DRIVER'S LICENSE/CERTIFICATE OF ATTENDANCE**

[Georgia State Law Code Section 40-5-22](#) provides the following information and regulations: No individual under the age of 18 can obtain a driver's license or instructional permit unless he or she is attending a public school, a private school or is enrolled in homeschooling authorized by law; or has received a high school diploma, a general educational development (GED) equivalency diploma, a special diploma, or a certificate of high school completion, or has terminated his or her secondary education and is enrolled in a postsecondary school.

Students who are under 18 years of age and who are enrolled in a secondary school will need to present a Certificate of Enrollment to the driver's license or instructional permit examiner. Requests for a Certificate of Enrollment should be presented to the school's Record Clerk three (3) school days in advance of the day he/she wishes to receive the Certificate of Enrollment.

The Certificate of Attendance will verify that the student:

- Is enrolled in a home education program that satisfies the requirements of all state laws governing such courses: (form must be completed and signed by the local school superintendent's office)
- OR
- For a period of one academic year prior to making an application for an instruction permit or driver's license, the student has been enrolled and is currently enrolled in and not under suspension from a public or private school. Also, for a period of one academic year prior to making application for an instruction permit or driver's license, the student has not been suspended from school for:
    - \*Threatening, striking, or causing bodily harm to a teacher or other school personnel;
    - \*Possession or sale of drugs or alcohol on school property;
    - \*Possession or use of a weapon on school property;
    - \*Any sexual offense; or
- \*Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

### **SICKNESS AT SCHOOL**

If you should become sick at school, you should notify your teacher or the school nurse. If you need to lie down, a place will be provided for you. If you need to go home, the office will make the necessary arrangements. You are not to go to the restroom and stay for the period because you are sick, unless you have notified your teacher. Failure to follow this procedure may result in disciplinary action. IF YOU HAVE A HEALTH OR PHYSICAL PROBLEM, SICKNESS OR DISEASE, PLEASE INFORM ALL OF YOUR TEACHERS, THE PRINCIPAL, AND ASSISTANT PRINCIPAL AND SCHOOL NURSE.

### **SCHOOL NURSE**

A nurse is available in the school clinic to assist students who become ill or injured at school. A pass to the Nurse's office should be obtained from the classroom teacher. It is imperative that a clinic record form, with emergency telephone numbers and parental permission for treatment, is on file for each student. These forms will be sent home with the students the first few days of school and need to be returned as soon as possible. Students may discuss their health concerns with the nurse. Medication taken in school must be kept in the nurse's office. An authorization form must be signed by the parent/guardian if the medication is to be for more than two weeks. Also, a physician's order is required for medication that is to be given for more than two weeks. These forms may be obtained from the school nurse. Students who need to call home due to illness must report to the nurse and she will assist them in making this call.

### **MEDICINES**

A school nurse or school designee may administer medication provided all of the following requirements are met: (From School Bd. policy **JGCD**)

- All medicine shall be in a properly LABELED container;
- Written instructions from a doctor or a physician's assistant authorized to prescribe medicine as how to administer, amount, time, etc., must be shown;
- A written request by the parent or guardian must be made to the school nurse or school designee to administer the medication;
- The school nurse or school designee shall keep a written report of medication administered; and
- The school nurse or school designee may administer non-prescription medication requested in writing by the parent or guardian

School personnel shall not provide students with any medication whatsoever, except as authorized by this policy.

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

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, the parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or school designee 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.

Nurses or other school employees are authorized to administer an epipen, 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 an epipen to a student in such circumstances shall be immune from civil liability.

### **HEAD LICE**

If your child has been to the nurse and has been found with head lice or nits, you or a person who you have designated as a contact person will be notified to pick him/her up from school. You will need to treat your child

and obtain a clearance from the school nurse prior to him/her returning to class; therefore, your child cannot be sent back to school on the bus. If you send him/her to school without proper treatment, you will be notified to pick up your child. Children cannot return to the classroom without being cleared by the school nurse.

**LUNCHROOM**

Our lunchroom serves a standard menu. We ask that you adhere to the following procedures during lunch and breakfast:

1. If you wish an additional carton of milk, you must be willing to pay for it.
2. Any student who wishes to eat lunch a second time should wait until all students have had an opportunity to eat at least once.
4. Any student who breaks line or gets out of line once he has entered and attempts to re-enter will be sent to the end of the line.
5. All students should take trays, silverware, napkins, and milk cartons to the proper place for disposal. Any student caught not doing these things will be disciplined. (example:Lun. Det./ Help clean the lunchroom.)
6. Any student in the lunch line caught accepting food from students at the lunch tables will be sent to the end of the line.
7. Any student who creates a disturbance, plays in the lunch line, or talks excessively loudly will be sent to the end of the line until he/she learns to conduct himself/herself as a young person inside a building should.
8. Students should not go through the lunch line and bring trays back to people who have previously eaten.

STAFF MEMBERS ON DUTY IN THE LUNCHROOM ARE THERE TO HELP YOU TO NOT CREATE A DISTURBANCE.

If you feel that you may qualify for free or reduced meals, you may obtain an application from the school secretary. You may apply at any time during the year. Meal prices are as follows:

**MEAL PRICES:**

TYPE OF MEAL	BREAKFAST	LUNCH
Reduced	No charge	No charge
Student paid	No charge	<b>\$1.45</b>
Adult employee	<b>\$2.25</b>	<b>\$3.50</b>
Visitor	<b>\$2.25</b>	<b>\$4.00</b>

Extra milk **.30** cents

**MYPAYMENTSPLUS.COM**

An online service is available for parents. With this service, parents can:

- View your child’s account balance online, anytime
- Quickly make payments toward your student’s meals (auto-pay also available)
- See what your child is purchasing in the cafeteria
- Set up automatic email reminders to notify you when the balance is low

Go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to set up a FREE account. There is a small service charge for making payments online. The service charge is waived for payments of \$40 or more.

**MEAL CHARGES**

Should a student find that he/she does not have money for a meal and he/she would like to eat he/she should:

1. Attempt to borrow the money from a friend or call home and have parents pay online.
2. Students are requested to not charge meals in the cafeteria. Students are to repay the charge within one week of the date of the charge. If a student accrues **\$10.00** in unpaid charges, he/she WILL NOT be allowed to charge additional meals until the accrued charges are paid. Students who do not have money for their meal and are not allowed to charge because of accrued charges MAY be provided with a sandwich.
3. Students who have an outstanding meal charge balance will not be allowed to accrue additional charges until the balance is paid in full.

4. Students are not to bring food on campus for other students, or accept food brought on campus unless they have permission from an administrator.

### **LUNCH PERIODS**

At the designated lunchtime, the 3rd block teacher will inform students of the time for lunch. All students will be escorted to the cafeteria by their 3<sup>rd</sup> block teacher. Students must then remain inside the cafeteria. Students who must use the restroom during lunch should use the restrooms located near the cafeteria which are located across from the auditorium. During lunch, students found in any area other than the restroom area or the cafeteria will be subject to disciplinary action.

Food may be purchased at Jeff Davis High school during the school day at the following places and times:

Breakfast	In the cafeteria prior to <b>7:45 a.m.</b>
Lunch	In the cafeteria during the lunch break.

For safety and security reasons, parents are requested and encouraged not to bring their children food during lunch or sign their children out for lunch. Parents who insist on bringing their children food during lunch should bring the food to the office and give it to one of the secretaries. A special place, other than the cafeteria, will be provided for the student to eat the food. Students should not accept food from anyone other than their parents, and only from them when a school official is involved. These expectations are for security and safety reasons.

### **CLUBS AND ORGANIZATIONS**

Teachers at our school volunteer to serve as club sponsors. Our clubs are of three classifications: Honor, Service and CTAE. During the first weeks of school you will be informed of school clubs and the time and place of their meetings. You will be able to determine, by using this information, which clubs you can join. No unit credit is given for club membership, but you are encouraged to be active in any club of your own choosing.

Students are not required to join any organization or club in order to enroll in any course at Jeff Davis High School. All projects must be presented to the principal in writing and approved before final plans for the projects are made by the club. Clubs wishing to make a purchase should obtain a purchase order from the bookkeeper and have the principal sign it prior to making the purchase. The announcement of achievements and results of events (ex. ball games) is the responsibility of the teacher, sponsor, or coach. The information should be presented to the school's secretary; it should be in writing and signed by the teacher, sponsor, or coach.

School sponsored clubs (excluding interscholastic activities or events) are those under the sponsorship, direction, and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation. Listed below are descriptions of clubs and organizations that may make your high school years enjoyable and interesting:

**ANNUAL STAFF** - Positions on the Annual Staff are filled by advisor appointment. The purpose of the Annual Staff is to produce the best high school yearbook possible--THE JACKETEER. Students who serve on the Annual Staff may be expected to work afternoons and on Saturdays, whenever necessary, to meet lay-out deadlines and to sell ads to selected businessmen and merchants. Sponsor – **Mrs. Tracey McNeal**

**ATHLETICS** - Your school athletics consist of the following: swimming, baseball, football, softball, basketball, cheerleading, tennis, track, wrestling, soccer, cross country, and golf. If you are interested in being active in one of these sports, you may obtain from the athletic director, coaches, guidance counselors or administrators the procedure you should follow or the person you should contact.

All athletes should make sure they receive from their coach a handout of GEORGIA LAW REGULATING

AGREEMENTS BETWEEN STUDENT-ATHLETES AND ATHLETIC AGENTS (NEW CODE SECTIONS 20-2-317 & 20-2-318)(UNIFORM ATHLETE AGENTS ACT)

**ELIGIBILITY**

Eligibility requirements for students representing the school in any activity sponsored by the Georgia High School Association requires a student to pass 5 out of 6 courses the previous semester. If a school is on the block-four program, students must have passing grades in at least three (3) of the four (4) subjects during the preceding semester. Therefore, for the first semester of the **2020-2021** school year, students must have passed three (3) courses during the 2<sup>nd</sup> semester of the **2019-2020** school year.

- Students must also be on track. The following reveals the number of units a student must have earned in order to be on track:

End of First Year of high school	Must have 5 units
End of Second Year of high school	Must have 11 units
End of Third Year of high school	Must have 17 units
(Need 23 units to graduate)	

Students who transferred to JDHS after having entered the 9<sup>th</sup> grade must be on track based on the number of units he/she are required for graduation in order to be on track for eligibility purposes. However, this number cannot be less than GHSA on track requirements.

In addition, students must be present at least two blocks of the day, if they are to participate in an extracurricular activity. Any exception to this must be approved by the sponsor or coach, or principal. Students may not participate in extracurricular activities at any time if they are on suspension. Any exception to this must be approved by the principal.

If a student is planning to transfer to another high school in Georgia and be eligible for participation in competitive events, the Georgia High School Association has asked that you be made aware of the following information:

**A. YOU WILL BE INELIGIBLE FOR PARTICIPATION IN YOUR NEW SCHOOL IF YOU:**

- Transfer enrollment to the new school without a corresponding move by your parents into the new school service area.
- Did not attend school last quarter or semester.
- Did not pass five (5) subjects, or the equivalent, toward graduation, the previous quarter or semester.
- Are not "On Track." (Total units accumulated are not equated with years in high school.)
- Have been in high school more than four consecutive years after your first entry into the ninth grade.
- Have obtained your 19<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation.
- Have not completed a physical examination during the past 12 months.
- Are a professional athlete in the sport you wish to participate.
- If you are currently in in-school suspension, in alternative school for disciplinary reasons, or have been expelled by the previous school.

**B. TO BE ELIGIBLE TO COMPETE AGAINST ANOTHER TEAM OR OPPONENT AT YOUR NEW SCHOOL YOU MUST:**

- Meet all the above GHSA eligibility requirements.
- If all requirements are not met, your new school may apply for a waiver of the eligibility rule not met in the case of a true "Hardship" situation. (See GHSA Constitution and By-Laws for procedure.)

**C. A student transferring to Jeff Davis High from another high school is eligible if he/she:**

- Had a bona fide move and is living within the JDH school district boundary.
- Attended school last semester or quarter.
- Passed five (5)(three on the block schedule) full subjects the previous quarter or semester.
- Is "on track". (Have earned Carnegie Units equivalent to years he/she has been in high school.)
- Has been in high school no more than four consecutive years after his/her first entry into ninth

- grade.
  - Has not attained his/her 19<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation.
  - Was not ineligible at the previous school for academic or behavioral reasons.
  - Is not a professional athlete in the sport in which he/she wishes to participate.
- \*\*\*The athletic code and eligibility policies of JDHS are available upon request.\*\*\*

## **CRITERIA FOR EARNING A VARSITY LETTER AND LETTER JACKET IN SPORTS**

- I. Criteria for Earning a Varsity Letter in Sports
- A. To earn a varsity letter in a high school sport an athlete must:
1. Be chosen as a member of the Varsity Squad and participate in 50% of the contests.
  2. Complete the regular season and its postseason as a team member in good standing with the coach and his rules for that sport.
  3. Or an athlete may complete 2 regular seasons as a team member of a Junior Varsity Squad in a single sport area to earn the equivalent of a Varsity Letter.
- B. Special Situation
1. If a B-team player is moved up to the Varsity Team during the regular season, he can earn a Varsity Letter as a Varsity player only if there are 50% of the regular season contests remaining to be played; otherwise, that playing time would be credited toward a Varsity Letter as a B-team playing time.
  2. If a student is chosen late to be a member of the Varsity team, and he/she finishes the regular season and its postseason he/she will earn a Varsity Letter if he/she participates in 50% of the contests.
- \*NOTE :
1. Any player expelled from a team during the season will not earn a Varsity Letter for that season in that sport.
  2. All players will receive a Certificate of Participation for each completed season and its postseason in a sport.
- II. Criteria for Earning a Letter Jacket in Sports
- A. A high school athlete must accumulate 2 Varsity Letters in a single sport to earn a Letter Jacket. (Refer to Criteria for Earning Varsity Letters.)
- B. The Letter Jacket is to be awarded in the school year that the athlete earns his/her 2nd Varsity Letter in a sport. Presentations will, if appropriate, be made at a Sports Banquet.
- C. A student will receive only 1 Letter Jacket, even though he/she may earn several Varsity Letters in more than one sport. He/she will receive a bar for each Varsity Letter earned in each sport that can be attached to the Varsity Letter Jacket.
- III. Procedure for Receiving an Athletic Letter Jacket and/or Athletic Award
- A. Be in good standing with the Coach of the sport and the rules for that sport.
- B. Be present at the banquet of the particular sport unless arrangements have been made prior to the banquet with the coach of the sport and athletic director.

Conduct, dress, and appearance expectations of members of athletic teams may exceed that of other students. The athletic director and coaches will address this in various team and individual meetings.

**BAND** - A student may be enrolled in the course of band for music education only. Students who choose not to march will be considered to be non performers and will not perform with the band for the entire school year. The only exception is students who are fall athletes. Students in the marching band participate in the halftime shows at the football games. Sponsor - **Mr. Efstathiou**

**BETA** - The purpose of Jeff Davis High School's Senior Beta Club is to promote academic achievement, high moral character, community service and leadership among students. Beta Club is open to any student enrolled in the honors course of study who has a 93 cumulative average and no grade below 85 for the previous semester. Once a student becomes a member of Beta Club, the student's cumulative average must not drop below 90, and he or she should not receive a grade below 80 for any course. Sponsor – **Mrs. Smith**

**DRAMA** - The Drama Club serves as the outlet for the student with an interest in an aspect of theater. The club is the local affiliate of the International Thespian Society. Students often participate in the Literary One Act Play

competition. Club membership is open to students in grades 9-12. Sponsor: **Mrs. Green**

**FBLA** - The Future Business Leaders of America Club is open to students in grades 9-12 who are interested in business and office careers. FBLA provides learning situations, competitive events, and leadership activities that will advance the student's business career. Sponsors – **Mrs. Helton**

**FFA** - The FFA is a national organization of students enrolled in Vocational Agriculture/Agribusiness in 50 states and Puerto Rico. The primary aim of the Future Farmers of America (FFA) is the development of agricultural leadership, cooperation, and citizenship. Students in FFA participate in a variety of activities including animal shows, wiring contests, landscape design contests, and camp activities. Sponsors - **Mr. Herndon/Mrs. Hester/Mr. C. Parlor**

**FGE** - Future Georgia Educators is a co-curricular organization designed to provide high school students with the opportunity to explore careers in the noble profession of teaching/education and begins to prepare them for the realities of the classroom. FGE gives students a chance to explore teaching "from the other side of the desk." Sponsor - **Mrs. Norris**

**FCA** - The Fellowship of Christian Athletes is a student organization that focuses on student athletes. Nationally, FCA was organized in 1954, and has been challenging coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. Activities include school projects focusing on assisting faculty. Sponsor **TBA**

**FCCLA** - FCCLA is incorporated as a non-profit national vocational student organization for young women and men in Family and consumer Science in public and private schools through grade twelve. The goal of the Family, Community, and Career Leaders of America shall be to help youth assure their roles in society through family and consumer sciences education in areas of personal growth, family life, vocational preparation and community involvement. Students in FCCLA participate in activities such as community and school projects. The projects may include providing food for the JDHS retired teachers association members. Sponsor –**Mrs. Corbitt**

**HEARTS** - The HEARTS organization was formed to help educate teenage parents (and those teenagers who are pregnant) about the caring for children and encourage them to stay in school. Activities include meetings with outside agencies to discuss the challenges of being a teenage parent. Sponsor – **Mrs. Toole**

**NAC (NUTRITION ADVISORY COUNCIL)** – This organization's goal is to focus on school nutrition and strive to improve the nutrition of high school students. Sponsor – **Mrs. Burkett**

**4 - H CLUB** - The 4-H Club is an educational club that provides boys and girls ages 9-19 opportunities to learn practical knowledge and skills in areas of home economics, agriculture, engineering, ecology, photography, leisure education and energy conservation. The club which meets monthly encourages leadership development through many areas including district, state, and national competition, leadership, camp, district, and state boards judging events, and camping activities. County Extension Agents meet with the club. There are no dues. Members-are expected to participate in club activities and be actively involved with a 4-H project. Sponsor – **Mrs. Marchant**.

**FRENCH CLUB** - *Le Cercle Français* at Jeff Davis High School, more commonly known as the French Club, consists of a circle of friends who share the love of the French language, its customs, and its culture. The primary goal is to advance the French language and its associated practices throughout the school and the community. With an attitude of service and good will, the desire is to bring enjoyment and delight to others *à la façon française* (in the French way) of appealing to some of our common senses, i.e. sight, taste, and sound. To share the enduring enthusiasm of the French and to keep alive the "joie de vivre" are two of the ever-present goals. We enjoy our meetings early every other Friday morning over a *croissant* or *baguette avec de la confiture*. Come join us for a typical French breakfast et parlons français! Sponsor – **Mrs. Thompson**

**SPANISH CLUB** - is open to all students in grades 9-12 who are studying Spanish, have studied Spanish, or have an interest in Hispanic Culture. The club enjoys celebrating and increasing awareness of Hispanic holidays and traditions. The club has supported Jeff Davis ' soccer teams at the middle school and high school by working at the gate and selling concessions. Also in the spirit of service, the club has offered after school tutoring for students learning Spanish and for our *amigos* who are learning English.

Sponsor – **Mrs. Stanley**

### **SUPERLATIVES**

Rules for selecting superlatives will be determined and announced by the Annual Staff and Administration.

### **SELLING AND SOLICITING**

Solicitations in the High School for drives for money, dues, or membership in organizations, campaign drives, etc., must be authorized by the principal. A student or group of students shall not sell items, make collections, conduct drives, or sell subscriptions on school property during the school day or at school events without authorization by the principal.

### **SCHOOL TRIPS**

When students leave school on a school-sponsored trip, they should obtain from the teacher who is sponsoring the trip a parental permission form. This form should be carried home, signed by the parents and returned to the teacher.

Students will not be allowed to drive to any school club or school organization out-of-town activities excluding special events such as pizza parties. Should a student drive to an out-of-town club or organization activity and he/she and those riding with him/her may be prohibited from participating in the event or in the event-in the future. Students who do drive will also jeopardize their participation in the future. Students are allowed to drive to local activities (ex. local livestock shows, athletic events, drama event or practices.)

### **TL**

The Georgia State School Board of Education and Jeff Davis County Board of Education allows a student to be absent from a class ten (10) times per year for school-sponsored non - instructional activities. Therefore, records must be maintained which will reveal the number of times an individual student is absent from class due to participation in a school-sponsored event.

Please remember no student may be TL from a class more than ten (10) times during the school-year for school sponsored non-instructional activities, unless he/she has obtained permission to do so from the Jeff Davis County Board of Education. (Students may inquire of a teacher or principal for the proper procedure to follow in requesting any TL time in excess of the allotted 10 days).

### **TELEPHONE & MESSAGES**

If a student has an emergency such as sickness at school, then the student should go to the school office and contact the secretary who will make the call. Do not request that a social call be made for you.

From time to time the school is requested to deliver messages and/or articles to students. Efforts will be made to comply with the request. However, the school does not guarantee the delivery of the articles or messages. The school will not accept flowers, presents, balloons or other similar articles for students.

### **EMERGENCY DRILLS**

Fire drills are held throughout the year. The signal for a fire drill will be a continuous sound of the fire horn. The administration will announce via intercom when teachers may lead students out of the room. You should march quickly and quietly to the exit you are directed to by your teacher. Once you are outside, you are to assemble in an area that you have been directed to by your teacher.

Tornado drills will also be conducted. You should report to an area your teacher instructs you to go to and assemble in a manner explained to you by your teacher and remain there until you receive instructions to go back into the building.

Lockdown drills will also be utilized in an effort to improve school safety.

**HALLWAYS**

You are expected to stay out of the hallways as much as possible. You should not be in the halls unless you are changing class or are on the way to or from the restrooms. During class change you may NOT congregate, you must travel expediently to your destination. You are under the supervision of any and all teachers at Jeff Davis High School. DURING CLASS TIME, ALL STUDENTS IN THE HALLS SHOULD HAVE A HALL PASS SIGNED BY A TEACHER.

**RESTROOMS**

Students are not to loiter in the restroom. If a restroom is found in an unusable condition, then a teacher or the front secretary should be notified of this. Arrangements can be made to quickly take care of the problem. Students need to be aware that the bathroom facilities are for their use, and it requires a shared responsibility to use the facility appropriately to maintain an acceptable level of sanitary conditions. Students should not ask permission to leave a classroom to go to the restroom except if an emergency exists. If one budgets time there is ample allowance for restroom visits during the day during lunchtime. Should it be necessary for a student to disrupt class by having to go to the restroom, he/she should be prepared to do makeup work for the class time missed, when assigned by the teacher. Should it be determined that a student is abusing restroom privileges then disciplinary action would be taken.

**VISITORS**

Students are not permitted to have visitors on campus at any time without permission from the principal.

**LOST ARTICLES**

If you find an article at school, you should turn it into the school secretary. If you lose an article at school, you may want to check with the school secretary to see if it has been turned in.

**THEFT - DON'T BE A VICTIM**

Students are responsible for their own personal property. Therefore, students should not leave purses, watches, billfolds and other personal property in places where they may be taken by someone else.

If you have an item stolen from you report it to your teacher immediately. The school is not responsible for items that are stolen, however, in many cases teachers and other school staff can help to recover stolen property. Quick reporting of a theft increases the chances that the stolen items will be recovered.

1. Do not bring items of great value to school.
2. Never leave a purse or wallet unattended.
3. Do not pass around anything of value like a ring.
4. Do not lend out personal property, including money.
5. Don't bring extra money to school. When you do find it necessary to bring money, don't show it around, keep it in your pocket, purse or wallet until it is needed.

**AUTOMOBILES, OTHER VEHICLES, AND PARKING AREA**

In order to provide greater security and protection for student vehicles, parking permits/decals are required in order to park in the student parking lot.

When purchasing a decal, the student must provide the vehicle, make, model, and color. Also, the student must present his/her driver's license when purchasing a decal. This will provide a database by which a student may be easily reached in such situations as lights being left on, an accident in the parking lot, or other such situations.

Once decal purchase has begun, students will be given adequate time to purchase their decal and get it placed on the vehicle before monitoring will begin. All vehicles are to be parked in the designated areas and are to be operated in accordance with state and local laws, common rules of courtesy, and consideration for others. You are not to sit in parked cars after arriving on campus, nor are you to congregate in the parking area. You are to park your vehicle only in areas designated for student parking. You are not to go to the parking lot during school hours unless you are escorted by a school administrator.

The school retains authority to conduct routine patrols of student-parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Students and others should be aware that having in vehicles items that are prohibited on school property will be considered the same as having them on their person. Student vehicles on campus are subject to be searched at will, by school officials, when reasonable suspicion exists.

Vehicles located on or near campus shall be subject to dog sniffing at the discretion of the principal with the approval of the superintendent. Law enforcement officials may aid in the search of lockers and vehicles when requested by the administrator.

### **PARTIES**

All parties must be approved by the principal.

### **BUS BEHAVIOR**

The school's Student Conduct Code applies to students when they are at the bus stop and on the school bus. When on the bus students are under the supervision of the bus driver. (See Student Conduct Code) In addition to the Student Conduct Code, the following applies to students when they are riding a school bus:

Students should adhere to the following when they are on a bus:

- A. Students must enter and leave the bus at school loading zones and bus stops in an orderly fashion and in accordance with loading and unloading instructions.
- B. Students must remain quiet enough not to distract the driver.
- C. Students must remain seated while the bus is in motion. Standees must remain in place while the bus is in motion.
- D. Students must not throw objects about in the bus nor out through the windows.
- E. Students must not extend arms, head, or other parts of the body out through the windows.
- F. Students must not destroy property.
- G. Students must remain absolutely quiet at railroad grade crossings.
- H. Students must not eat or drink on the bus for their safety and the safety of others.
- I. Students must occupy the seat to which they are assigned.
- J. Students must not use or possess tobacco, alcohol, drugs, or weapons.
- K. Students must not use obscene language or gestures.

SEE STUDENT CONDUCT CODE FOR MORE INFORMATION REGARDING BUS BEHAVIOR

### **BEHAVIOR AT/DURING SCHOOL ASSEMBLIES**

The success and frequency of school assemblies (pep rallies are school assemblies) depend on the behavior of the students. For assembly attendance, please adhere to the following:

- When students enter the place of assembly the noise should be reduced tremendously.
- Students should be seated upon arrival.
- Absolute quietness and attention are expected as soon as the speakers arrive.
- Until dismissed, students are to remain seated unless it is appropriate to stand.
- During assemblies, such as pep rallies, students should sit in the bleachers or stand in the walkway of the bleachers or in the walkway above the bleachers.
- During the playing of the National Anthem and the Pledge of Allegiance of the Flag students should participate. Should students not participate for religious reasons they are to remain quiet.

### **CHEATING**

If a student is caught cheating on school work, he/she will be given a zero (0) for that work, unless the task the student is cheating on counts-as much as 10% of the student's nine-weeks or final grade. In a situation such as this, the student will be referred to the principal or assistant principal. Appropriate action such as in-school suspension will be taken by the Principal or Assistant Principal.

### **BEHAVIOR AT SOCIAL EVENTS**

You are expected to discipline yourself when you are in attendance for a school-sponsored function. The following are guidelines for your behavior at school-sponsored events.

- Dress must be in good taste and acceptable for the occasion.
- No use of tobacco.
- Leaving and returning will not be allowed without special permission

- Alcoholic beverages and illegal drugs will not be allowed.
- Guest lists will be screened.

When students are in attendance at a school sponsored event they are not to loiter in the parking lot. Students should either enter the building or place of the event (such as the football stadium) or leave school property. Failure to do so will be considered a violation of the Student Conduct Code.

## DRESS CODE

\*Every type of dress cannot be covered in the manual. Students are expected to come to school dressed in a respectable manner. Clothing and accessories worn to school should not interfere with the educational process. MASKS must meet all of the following requirements of the dress code, and may not cause a distraction.

### I. SKIRTS. DRESSES. SHORTS. SKORTS. PANTS

- a. Skirts, dresses, shorts, skorts, and other similar attire must be to the top of the knee all the way around when standing (this includes splits) unless worn with leggings or jeggings.
- b. There shall be no holes or frayed areas that expose skin above the knee in any attire. All holes and frayed areas above the knee must be patched such that no skin is exposed.
- c. Pajama (and pajama-style) clothes are not permitted.
- d. Pants and shorts must be of appropriate size and fit and worn around the natural waistline.
- e. Yoga pants, leggings and jeggings are allowed as long as they are not see through and the shirt extends over and to the bottom of the buttocks.

### II. SHIRTS AND TOPS

- a. Tops and shirts do not have to be tucked in but must be of appropriate size and fit. Length should not be beyond the hips.
- b. Shirts must conceal the upper chest area such that NO cleavage is visible and should lay flat against the chest area.
- c. Shirts must be long enough to completely cover all flesh when standing or sitting (no bare midriffs or backs).
- d. No visible sleeveless shirts.
- e. Jackets that extend beyond the hips must be worn unzipped.

### III. SHOES

- a. Appropriate shoes must be worn at all times.
- b. Bedroom shoes/slippers and cleats are not permitted.

### IV. GENERAL

- a. All clothing items must be worn in such a manner such that they do not cause a distraction.
- b. All undergarments must be fully concealed at all times.
- c. No clothing, tattoos, or accessories with any type of reference to alcohol, drugs, sex, weapons, violence, gangs, tobacco, or racial overtones. This includes, but is not limited to clothes, shoes, hats, tote bags, notebooks, backpacks, and jewelry.
- d. No hats, hoods, stocking caps, visors, bandanas, "do-rags", sweatbands, or gloves.
- e. No sunglasses, combs, picks, curlers, etc. on the head.
- f. No accessories that could be considered a weapon (i.e. spiked bracelets/collars, dog collars, large belt buckles, hanging chains).
- g. No belt buckles or jewelry larger than a deck of cards.
- h. No cosmetics or accessories that are distracting.
- i. No stuffed animals, blankets, pillows, etc. are permitted.
- j. No wearing of headphones/earbuds unless in an instructional setting and requested to by a staff member.  
No wireless headphones/earbuds are allowed.

\*School authorities reserve the right to make the final judgment on anything concerning the dress code. Any clothing or accessory item may be banned by the administration if it is determined that it causes a safety issue or a distraction to the educational process.

Special Note: Any student who wishes to wear anything for a medical reason or some other need must seek permission from the administration.

### Consequences:

- 1<sup>st</sup> violation - Warning, contact parents to bring change of clothing
- 2<sup>nd</sup> violation - Lunch detention, contact parents to bring change of clothing
- 3<sup>rd</sup> violation - ISS
- 4<sup>th</sup> violation - Administrative decision (possibly OSS)

### CELL PHONE PROCEDURE

The primary purpose of the Jeff Davis County School System and of its schools is to provide an excellent education in a safe environment. In order to accomplish this purpose, rules are established in order to prevent the disruption of instruction.

Students are not to have a cell phone or other electronic communications device on their person on school grounds during the school day. Smart watches are allowed to be worn, but are not allowed to be used or connected to a phone. If a smartwatch is in use it is subject to confiscation along with the cell phone.

-High school students who drive vehicles to school and park on school property may have these electronic communications devices in their vehicle.

-Students who ride the bus who need a cell phone for after-school activities should take the cell phone to the designated person in the designated location IMMEDIATELY upon arriving at school. These cell phones may be picked up at the end of the school day in the front office of the school. The school has no liability for damaged or lost equipment. The school front office will be closed at 3:30 p.m. each school day.

-Students who ride the bus to or from school are not allowed to use a cell phone on the school bus.

-Students who have a need to contact their parents during the school day should go to the school front office and ask for assistance.

Any student found to be in possession of any electronic communication devices during school hours will be subject to the following consequences after the

- 1<sup>st</sup> Offense – Phone will be taken from the student and turned in at the school front office. Students may pick up the phone in the school front office after the dismissal of school on that same school day. The student will be required to sign for the phone when he/she receives it. Efforts will be made to contact parents/guardians at this time. The student will be asked to sign a form indicating that he/she understands the consequences for future violations of the cell phone rule.
- 2<sup>nd</sup> Offense - Phone will be taken from the student and turned in at the school front office. The phone will be kept in the school office for five (5) consecutive school days. The day the phone is taken up will be considered day one. After five (5) consecutive school days, the student's parent/guardian may pick up the student's phone in the school front office. The student will not be allowed to pick up the phone.
- 3<sup>rd</sup> Offense - Phone will be taken from the student and turned in at the school front office. The phone will be kept in the school office for ten (10) consecutive school days. The day the phone is taken up will be considered day one. After ten (10) consecutive school days, the student's parent/guardian may pick up the student's phone in the school front office. The student will not be allowed to pick up the phone.
- 4<sup>th</sup> Offense - Phone will be taken from the student and turned in at the school front office. The phone will be kept in the school office for fifteen (15) consecutive school days. The day the phone is taken up will be considered day one. After fifteen (15) consecutive school days, the student's parent/guardian may pick up the student's phone in the school front office. The student will not be allowed to pick up the phone.
- Subsequent Offenses – The penalty for the 4<sup>th</sup> offense will be imposed as well as additional consequences based on administrative decision. These consequences may include but are not limited to in-school suspension and/or out-of-school suspension.

Refusal to give a cell phone to school personnel is a violation of the student conduct code and will warrant disciplinary action.

### JDHS STUDENT CONDUCT CODE

It is the purpose of the Jeff Davis County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes into conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

The Code of Conduct specifies within its standard of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designated to promote positive choices and behavior.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided or approved for student transportation by the school system
- School bus stops

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning or the safety of students and employees. Any behavior, on or off campus, that adversely affects the maintenance, good order, and discipline of the school environment may result in Disciplinary procedures being initiated.

### **AUTHORITY OF THE PRINCIPAL**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and school provided any such action does not violate school board policy or procedures.

### **PROGRESSIVE DISCIPLINE PROCEDURES AND APPLICATION OF CONDUCT CODE**

When it is necessary to impose discipline, school administrators will follow a progressive discipline process. The degree of discipline to be imposed will include, but not be limited to, consideration of the following factors: age, health, maturity, academic placement of the student, prior conduct, attitude, cooperation of the parents, willingness to make restitution, and the seriousness of the offense. Such factors may be taken into account in determining the punishment to be imposed, including any decision to impose a punishment that is more or less severe than suggested in this Student Conduct Code.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from [Georgia's Character Education Program](#).

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

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

- Warning and/or Counseling with a school administrator or counselor
- Loss of Privileges
- Isolation or time out

- Temporary removal from class or activity
- Notification of parents
- Parent conference
- Corporal punishment
- Detention/Saturday school
- Placement in an Alternative Education Program
- Short-term suspension
- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense includes long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Jeff Davis Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy. Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or any school function, including activities which occur outside normal school hours or the school campus at the discretion of administrators.

The following is a listing of school rule violations. These are behaviors, when exhibited by students, that produce negative reactions in the school environment. Immediately following each category of rule violations is a description of disciplinary responses that may be used to discourage student conduct code rule violations. Policies such as fighting policy, weapons policy, and other discipline related policies that follow are also a part of the Student Conduct Code. This disciplinary conduct code has been developed with input from students, teachers, and parents. The code has been approved by the Jeff Davis County Board of Education. Those who wish to have their input considered in the revision of the code may provide their input anytime of the school year by contacting the principal or assistant principal. School officials welcome input regarding concerns about student behaviors which detract from the learning environment.

It should be noted that in addition to the action taken by school officials, charges may be filed with the appropriate legal authorities when a student's activities are such that he/she violates any or all of the following: County, City, State, or Federal laws, ordinances, and/or statutes. **O.C.G.A. 20-2-756** requires school administrators to report to appropriate law enforcement officers when any alleged criminal action by a student occurs.

Students should be aware that for their protection video cameras are used in selected areas and are advised to govern themselves accordingly.

## CLASSIFICATIONS OF VIOLATIONS

### LEVEL I OFFENSES

1. Class Disruption-Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
2. Gambling-Any participation in games of chance for money and/or other items of value.
3. Tardiness-Reporting late to class.
4. Use of profane or obscene language.
5. Inappropriate public display of affection. Holding hands, arms around each other, kissing, etc.
6. Non-conformity to dress code.
7. Attending class without a textbook or other materials such as pencil or pen, and paper which are needed for class and/or not doing assigned work and/or cheating on school work.
8. Arriving at school after **8:10 a.m.** and not signing in at the office immediately upon arrival on school property. Returning to school after signing out and not signing in at the office immediately upon arrival on school property.
9. Signing out and not leaving school property.
10. Bringing food and refreshments to school for other students and giving it to the other students. Accepting food from anyone other than the student's parents without approval from a school official. (Food is being used here to refer to lunches and food from fast food restaurants; not items such as potato chips, candy bars, etc.) Selling of edible items on the school campus or school bus. Refer to the topic of lunch periods, located elsewhere in this handbook, regarding food being brought to students by their parents.
11. Chewing gum and possession and/or consumption of food and/or drink in any part of the building other than the cafeteria without permission from a teacher/administrator. The only exception to this is the possession of lunches. However, any food and/or drink that is part of a lunch must be contained in a lunch container (bag, box, some type of container). Food and/or drink that is a part of a lunch should remain in the lunch container until the student's lunch period.
12. Minor disruption on a school bus.
13. Consumption of refreshments in class.
14. Possession of cigarette lighter or matches.
15. Students are not to bring cell phones, lincs, or other such communication, or electronic devices on campus unless they are left in a vehicle on school property during school hours. These items are not to be used while on a school bus.
16. Driving violations, moving, non-moving and parking violations-Parking in an area other than a clearly marked student parking space.
17. Opening outside doors during the school day without being authorized to do so by a school official. All outside doors, with the exception of the outside doors near the front office, should remain closed and locked from the outside during the school day for safety reasons. All outside doors should be so that they may be opened from the inside for safety reasons.
18. Going outside of the school building during the school day without being accompanied by a school official or having written permission from an administrator or his/her designee.
19. Horseplay/roughhousing, clowning around, or similar behavior deemed inappropriate.
20. Being out of class without a hall pass, misuse of hall passes, or being out of class without permission.
21. Assisting others who are involved in an infraction of the Student Conduct Code by providing assistance, serving as a lookout, or attempting to warn them of the presence of a School System Employee.
22. Verbal assault - calling other students names, and/or making statements which create antagonistic conflicts between others, at school, while in attendance at school sponsored events, on school buses and/or other school property. (Jeff Davis Co. Bd. of Ed. Policy **JCDA 12-08-08**)
23. Littering campus and buildings.
24. Making loud noises inside or outside the buildings.
25. Being in unauthorized areas.
26. Any other violations which school administrators may reasonably deem to create a disruption to the educational process that is comparable to the disruption created by violation of Minor Offenses.

### DISCIPLINARY ACTION FOR LEVEL I OFFENSES

In-school disciplinary action such as probation, extra academic assignments, work assignments before or after school or during non-instructional time, in-school suspension, corporal punishment, detention or out of school suspension at the discretion of the principal or designee. Bus offenses may warrant suspension from riding school bus. Special circumstances may warrant referring the student to a tribunal. The tribunal will determine guilt or innocence. Should guilt be established, the tribunal will determine what punitive action may be taken. This action may include long term suspension or exclusion.

**LEVEL II OFFENSES**

27. Illegal organization-Any participation in fraternities, sororities, secret societies, and gang type organizations which may result in disruption of the educational process.  
-Gang-Related activity will not be tolerated in Jeff Davis High School. A gang member is a person who is part of an association of three or more people allied for a common purpose which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threat, fighting or other forms of violence.
28. Acts of bigotry, including racial, sexual, ethnic, or types of slurs or insults that would tend to provoke an immediate violent response. Review information relating to sexual harassment in this handbook. Defiance of School System Employee's Authority-Any verbal or non-verbal refusal to comply with a lawful and reasonable request, direction, or order of a School System Employee.
29. Physical assault, fighting, battery, including sexual battery, upon Students - fighting, exchanging blows with intent to fight. Battery - the intentional act of pushing or striking another student against the will of the other, or intentionally causing bodily harm to an individual. This applies to a student when he/she is at school, on school property including but not limited to school buses and/or in attendance at a school function.  
Battery upon another student may result in a disciplinary tribunal for the accused. [Ga. Code 20-2-753](#). A meeting of the parent or guardian of the student and appropriate school district officials MAY be held to form a school bus behavior contract whenever a student is found to have engaged in physical assault or battery of another person on the school bus.
30. Not reporting to ISS on the days assigned to ISS.
31. Getting off a school bus prior to arriving at the school the student attends in the mornings and getting off a school bus prior to its arrival at the student's home in the afternoons without the permission of the bus driver.
32. Vandalism-Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.
33. Stealing, Larceny, Petty Theft- The intentional unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another.
34. Possession of stolen property with the knowledge that it is stolen.
35. Threats, Extortion-verbally or by a written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will.  
Extortion - The obtaining of property from another induced by wrongful use of actual or threatened force, violence, or fear. Such acts may be considered to be bullying and will be treated as a major offense.  
Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Major offense.
36. Deliberately, entering a restroom of the opposite sex without being authorized to do so by a teacher or an administrator. (First offense may call for disciplinary action listed under subsequent offenses for Level II Offenses.)
37. Skipping school without parents permission and not entering school property. (Disciplinary action will be waived only if parents request that it be waived.)
38. Use of fighting words. Fighting words are words which, by their very utterance, inflict emotional injury, incite an immediate breach of the peace, or have a direct tendency to cause acts of violence by the persons to whom they are directed. Such words include those that are profane, libelous, and insulting to another to the extent they may incite violence.
39. Offensive touching of another person/sexual harassment.
40. Written or verbal propositions to engage in sexual acts/sexual harassment.
41. Use of inappropriate manifestations (verbal, written, gesture) toward another person and possession of and/or looking at materials deemed to be pornographic.
42. Disrespectful conduct/behavior or language directed toward a School System Employee (including school bus drivers) and other persons-deliberate statements or actions directed toward or about a school employee or another person designed to antagonize, intimidate, or show disrespect to that individual. (Jeff Davis County Board of Education policy [JCDA 12-08-08](#))
43. Leaving school grounds, or being in the process of leaving, without permission.
44. Unauthorized absence from class or school and/or flagrant absence from school which is being absent from school and coming on campus.

45. Intentionally providing false information to a School System Employee-This includes giving false student information data, forgery of school notes, and concealment of information directly relating to school business.
46. Leaving school grounds, returning and boarding a bus.
47. Showing contempt to school system employees - a willful ignoring of a school system employee, and or disregard or disobedience of a school system employee.
48. Failure to take home and present to parents/guardians written letters, reports, and other documents issued by the school when instructed to do so by school Officials. Also, altering information on such documents or any other written notes etc. received from a school official, and presenting school official with documents with a forged signature.
49. Creating a disturbance during the moment of silence.
50. Sleeping in class or putting head on desk.
51. Responding to a request or order from a school official in a deliberate slow fashion.
52. A student shall not be permitted to use tobacco products or have tobacco products in their possession at school or on school property at any time; off the school grounds at a school sponsored activity, function, or event; or in route to and from school. ALL Tobacco Products are prohibited. Tobacco Products include but are not limited to cigarettes, pipe tobacco, snuff, chewing tobacco, e-cigarettes, vapes, vape pens, Jules, or any product or action that imitates, replicates, or simulates the use of tobacco. Students found in violation of this policy will receive a minimum of 3 days ISS and will be placed on a Discipline Probation Contract on the first offense. A second offense will result in a minimum of 3 days OSS or, may be considered a violation of the Probation Contract resulting in alternative placement. A third offense will be considered a violation of the Probation Contract, resulting in alternative placement.
53. Misuse of Technology. This includes, but is not limited to, unauthorized use of computer and other technology, abuse to the equipment, and viewing of pornography and other computer information that is unacceptable.
54. Possession of a laser pointer or any such device that produces a laser beam.
55. Students are prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
56. Any other violations which school administrators may reasonably deem to create a disruption to the educational process that is comparable to the disruption created by violations of Intermediate Offenses.
57. Possession, distribution, or posting of pornographic or vulgar pictures and/or text.

### **DISCIPLINARY ACTIONS FOR LEVEL II OFFENSES**

First Offense: Corporal punishment, In-school Suspension, detention, and/or extended work assignments before or after school, or during non-instructional time, or suspension at the discretion of the principal or designee. Bus offenses may warrant suspension from riding school buses. Many of the offenses may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: Corporal punishment, In School Suspension, detention, and/or extended work assignment before or after school or during non-instructional time, or suspension at the discretion of the principal or designee.

Bus offenses may warrant suspension from riding school buses. Special circumstances may warrant referring the student to a tribunal hearing. The tribunal will determine guilt or innocence. Should guilt be established the tribunal will determine what punitive action may be taken. This action may include long term suspension or expulsion. The progressive discipline process, as mandated by local Board of Education policy, requires that the disciplinary action for subsequent Level II offenses be more severe than the disciplinary actions for the first violation of a Level II offense.

### **LEVEL III OFFENSES**

58. Arson- Burning of any part of a building, its contents, or parts of the campus.
59. Simple Assault on teacher, other school official or other school system employee- The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and/or the doing of some act which creates a well-informed fear in such other person that such violence is imminent. An assault may be committed without actually touching, striking, or doing bodily harm to the person of another. **Ga. Law 20-2-753** requires a disciplinary hearing following any instance

of an alleged assault or battery by a student upon any teacher, other school system official, or school system employee (refer to statements below).

60. Battery/Physical Violence upon School System Employee – Battery - the actual unlawful and intentional physical contact with a School System Employee without his or her consent that entails some injury or offensive touching. **Ga. Law 20-2-753** requires a disciplinary hearing following any instance of an alleged assault or battery by a student upon any teacher, other school official or employee. Physical violence - Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in **Code Section 16-3-21**. When this offense takes place and the tribunal determines the student is guilty, the tribunal will follow the procedures so stated in the Board of Education’s Tribunal Policy.
- If the physical violence is intentionally making physical contact of an insulting or provoking nature with the person and no physical harm is produced, a disciplinary tribunal is not required, but an out of school suspension is required.
61. Bullying: In accordance with Georgia law, bullying is defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that (A) causes another person substantial physical harm as such term is defined in **Code Section 16-5-23.1** or visible bodily harm as such term is defined in **Code Section 16-5-23.1**; (B)has the effect of substantially interfering with a student’s education; (C) is so severe, persistent, or pervasive that it creates an intimidating or threatening environment; or (D) has the effect of substantially disrupting the orderly operation of the school. **Georgia law 20-2-751.4** requires that students found to have committed the offense of bullying for the third time in a school year must be assigned to an alternative school.
62. Robbery-The taking of money or other property from the person or custody of another.
63. Stealing, Larceny, Grand Theft-The intentional unlawful taking and /or carrying away of property valued at \$100 or more belonging to or in the possession or custody of another. Larceny - obtaining possession of property by fraud, trick or device with preconceived design or intent to appropriate, convert, or steal.
64. Burglary of School Property-Breaking, entering or remaining in a structure during the hours the premises are closed to the public. Also, entering with purpose to commit a crime.
65. Substantial damages at or in excess of \$200.00 to public property, or personal property belonging to a teacher, other school official, employee, or student. Please note that according to **Ga. Law 20-2-753** a disciplinary hearing may be conducted for such offense.
66. Possession of Firearms-Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencers; any similar destructive device.
67. Discharging of any pistol, rifle, shotgun, airgun, or any other similar device.
68. Possession or use of a weapon or dangerous instrument: A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.

**-Georgia State Law O.C.G.A. 16 – 11 – 127.1** states: It shall be unlawful for any person to carry to or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

-The term “weapon” means and includes any pistol, revolver, or any weapons designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade, knife, ballistic knife, any other knife having a blade of three or more inches, straight – edge razor, razor blade, spring stick, metal knucks, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in **O.C.G.A. 16-11-106**. Having such weapons at school or on school property is a violation of Georgia law and may result in a fine or not more than \$10,000; imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this shall be subject to the provision of **O.C.G.A. 15-11-37**

69. Bomb Threats-Any such communications directed at a School System Employee which has the effect of interrupting the educational environment.
70. Explosives-Preparing, possession of, or igniting on school property explosives or an explosive compound. An explosive compound is anything that can explode and cause serious injury. A bullet is an explosive compound.
71. Sexual Acts-Acts of a sexual nature including, but not limited to battery, intercourse, attempted rape, or rape.
72. Aggravated Battery-Intentionally causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.
73. Inciting or participating in major student disorder-Leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
74. Unjustified activation of a fire alarm system.
75. Deliberate dropping of the pants and/or exposure of parts of the body which should be covered with clothing.
76. Commission of acts which are subversive to good order and discipline in the schools. This includes, but is not limited to, violation of state and federal law, actions that are ethnically or racially inflammatory, loitering or trespassing or, and community misconduct that would be so serious as to pose a threat to the school community.
77. Any other offense school administrators may reasonably deem to create a disruption to the educational process that is comparable to the disruption created by violation of Major Offenses.
78. Acts of physical violence resulting in substantial physical injury to a teacher will result in suspension for the remainder of quarter or semester; students may be placed in AEP the following quarter or semester.  
**Ga. Law 20-2-751-.6**

### **DISCIPLINARY ACTION FOR LEVEL III OFFENSE**

Commission of a Level III Offense will necessitate suspension until a disciplinary conference is held with the principal and parent(s) or guardian. If the matter is unresolved at that conference, the principal shall continue the suspension and recommend the student to a tribunal for a hearing. The tribunal will determine guilt or innocence. Should guilt be established the tribunal will determine what punitive action may be taken. This action may include, long term suspension, expulsion, or placement in the Alternative School. The progressive discipline process, as mandated by local Board of Education policy, requires that the disciplinary action for subsequent Level III offenses be more severe than the disciplinary action for the first violation of a Level III offense.

Disciplinary action for some Level III offenses are dictated by law. In such instances the disciplinary action will be that dictated by law.

### **TEACHER AUTHORITY**

State of Georgia laws **20-2-737** and **20-2-738** provide teachers with the authority to remove a student from his/her class who "repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct," . . . "or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher." For a complete copy of these two laws, see the principal or assistant principal.

### **Chronic Disciplinary Problem Student**

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call, and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. **Ga. Law 20-2-766**

Georgia law also states that before an chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for a hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

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

### **DEFINITIONS OF DISCIPLINARY ACTIONS**

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

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

**Bullying** - In accordance with Georgia law, bullying is defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that (A) causes another person substantial physical harm as such term is defined in [Code Section 16-5-23.1](#) or visible bodily harm as such term is defined in [Code Section 16-5-23.1](#); (B) has the effect of substantially interfering with a student's education; (C) is so severe, persistent, or pervasive that it creates an intimidating or threatening environment; or (D) has the effect of substantially disrupting the orderly operation of the school.

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

**Corporal Punishment** - Moderate use of physical force or physical contact by a principal or designee in the presence of another school official as may be necessary to maintain discipline or to enforce school rules.

-Corporal punishment will not be administered to a child whose parents or legal guardian has filed with the principal of the school the student is attending, a statement requesting that corporal punishment not be administered to the child. Parents filing such requests should contact the principal at the beginning of each school year to reaffirm the filing of such a request.

**Detention** – A requirement that the student report to a specific school location and to a designated teacher or school official. Detention may require the student's attendance before school or after school. An allowance, such as students being given one day's advance notice, will be made when after-school detention is assigned so that arrangements for transportation can be made with parents or guardians.

**Disciplinary Probation**- Assignment for a specified period of time to a staff member who will assist in monitoring the student's adjustment to the school environment.

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

**Dress Code** - The current dress code is explained in the Student Handbook.

**Drug** - The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy.

**Expulsion** - Removal of the right and obligation of a student to attend a public school beyond the current semester. Only a disciplinary tribunal under conditions set by the School Board may take such action. A student who is expelled will have to obtain special permission from the principal to attend school-sponsored events that takes place during the time he/she is expelled. This permission should be obtained prior to attending the event.

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

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

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

**In-School Suspension Program** – Removal of a student from class(es) or regular school program and assignment

of that student to an alternative program isolated from peers. This program allows for the isolation of disruptive students during the school day from regularly assigned classrooms and activities of the school. The purposes of the program are as follows: Continue the student's progress with classroom assignments; provide individually oriented instruction in essential skills and knowledge areas for which low achievement levels may be contributing to the student's adjustment problems. This program permits the assignment of a student who has misbehaved to a classroom designed to provide a semi - isolated area where he/she can do his/her work under the supervision of a teacher. The work will be assignments sent to the student by his/her regular classroom teacher and those issued by the in school suspension teacher. Those assignments sent by the regular classroom teacher will, once the student has had an opportunity to complete them, be sent back to the classroom teacher for evaluation.

School Bus Suspension-Denial of the privilege of riding a school bus, based on misconduct occurring while the student is being transported at public expense.

Suspension-Removal of students from their regular school programs for a period not to exceed 10 days (short term) or for a period greater than 10 days (long term, which may be imposed only by a disciplinary tribunal). A student who is suspended will have to obtain special permission from the principal to attend a school-sponsored event that takes place during the time he/she is suspended. The permission should be obtained prior to attending. When a student is assigned an out - of - school suspension he/she will receive a 0 for grades issued during the suspension, but will be given the opportunity to make up that work.

Students assigned out - of - school suspension may not, without permission of a school administrator, return to the school campus until the suspension is over. Doing so will be considered criminal trespassing.

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

Waiver - A waiver is an agreement to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapon - See definition elsewhere in the Student Conduct Code.

Work Assignment -Supervised activities related to academics, or, the upkeep and maintenance of school facilities; work assignments are not intended to interfere with any student's regular class schedule.

Quarantine Suspension - This is an out - of - School suspension assignment for students who may not have committed an offense that within itself warrants an out - of - school suspension, but, their presence at school would be apt to create a disturbance, a problem, or unsafe conditions for the student or others. The student will be permitted to make - up any work missed during this suspension.

### **MAXIMUM PUNISHMENTS**

The maximum punishments for any offense may include any of the following or a combination of the following:

-long-term suspension -permanent expulsion -recommended assignment to the Alternative School

These punishments will be determined only by a disciplinary tribunal as outlined by the Jeff Davis County Board of Education procedures pertaining to the Alternative School.

When guilt is established and accepted by the student and parent, a negotiated waiver settlement may be considered based on the consequences the school administration would recommend to a tribunal. If the agreement is accepted by the student and parent/guardian, a tribunal will not be held. A waiver agreement does not grant a student permission to enroll in the Alternative School. However, a student can be suspended with the option to apply for admission to the Alternative School.

### **NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroid, or intoxicant of any kind:

1. at school or on school property at any time;
2. off the school grounds at a school sponsored activity, function, or event;
3. in route to and from school.

A student shall not attend school or any school event after having consumed any quantity of alcohol or illegal substance. Use may be detected by observation, odor or other means.

Compliance with these requirements is mandatory. Use of a drug authorized by a medical prescription from a registered physician in the amount prescribed by the physician shall not be considered a violation of this regulation. All prescription drugs shall be kept in the original containers.

### **Procedure for Handling Incidents of Abuse**

Procedure for handling incidents in the school involving the possession, sale and/or use of drugs, alcohol or any other behavior affecting substances shall be as follows:

A student known to be in violation of this policy shall be suspended by the administration for five school days, and will be assigned to alternative school upon completion of suspension. Suspension will be considered over as soon as parents sign CHOICES waiver.

### **FIGHTING POLICY**

It is far better to refer arguments to the proper authorities than to allow a fight to result. The detrimental effects of a fight are not just limited to the immediate combatants and their reputations, but in all cases cause serious damage to the school's educational environment. The fear of violence does not allow students or teachers to concentrate on the task of learning, and rumors create parental concern about the safety of students at school. The administration and staff at Jeff Davis High School do not tolerate fighting. Fighting at school is illegal as well as unsafe and must be handled aggressively.

JDHS procedure calls for immediately after a fight, the students who were fighting will be taken into custody by the police, transported in a police car to the police department, and interviewed. School personnel will gather information from the interview and assign school punishment. Charges will be filed by the police and bond will be required for the release of the student to parents. The bond will be either a cash or property bond. Students who are habitually involved in fights may be referred to a tribunal. JDHS SRO reserves the right to waive these procedures when deemed appropriate.

Should a student experience another student talking about him/her or members of his/her family in a negative or derogatory manner or expressing other "fighting words or expressions, he/she should not engage in fighting but instead report to the Principal, Assistant Principal, or counselor. Students should not use fighting words. Fighting words are words which, by their very utterance, inflict emotional injury, tend to incite an immediate breach of the peace, or have a direct tendency to cause acts of violence by the person to whom the remark is addressed. These words include those that are profane, libelous, and insulting to another to the extent they might incite violence.

### **WEAPONS**

Jeff Davis County Board of Education policy **JCDAE**, issued December 2008, states the following:

It is the policy of the Jeff Davis County Board of Education that all weapons or objects which may be used as weapons are not permitted on school property, at school events, on school buses or vehicles used to transport students. A student shall not possess, handle, or transmit a knife of any size or blade length, a firearm, explosive, firecracker, razor blade, a club, or any instrument or article designed to be used as a weapon at any time on campus or on school property, off school grounds at a school activity or function or school sponsored event, in route to and from school on a school bus or school vehicle, or any occasion when students may be subject to the supervision of school personnel. This policy includes any "weapon" on the list posted in schools as referenced to **O. C. G. A. 16 - 11 - 127.1.**

A student who violates this policy may be subject to suspension or expulsion or other appropriate discipline; if the violation of this policy is also a violation of state law, the student will be referred to law enforcement officials.

A student with a firearm is subject to a minimum expulsion of not less than one year. The student will also be referred to the criminal justice system or juvenile delinquency system.

Each principal shall ensure that at the beginning of each school year all students and parents are informed as to this policy.

Violation of this policy may result in the student being referred to a tribunal for a hearing. The tribunal will determine guilt or innocence. Should guilt be established, the tribunal will determine what punitive action may be taken. This action may include long term suspension or expulsion.

**NOTE:** Georgia State law has provisions for imposing a fine of not more than \$10,000, and imprisonment for not less than two nor more than ten years, or both.

### **OFF CAMPUS DURING OR AFTER SCHOOL HOURS**

Students who attend or participate in any activity conducted for the benefit of students, whether school sponsored or supported by private organizations such as booster clubs, sports organizations, or similar groups, and without regard to whether the event takes place on school property, are subject to the student discipline code during the activity or while traveling to and from the activity.

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal which may result in the student being excluded from school.

### **PERSONS ATTENDING SCHOOL RELATED FUNCTIONS**

Students and non-students in attendance at school related functions are subject to the provisions of the Student Conduct Code and Local, State, and Federal laws.

### **SEXUAL HARASSMENT**

Sexual harassment is a violation of the student conduct code. Examples of conduct which may constitute sexual harassment if unwelcome are:

- \* Kissing, sexual intercourse, fondling, sexual advances, and indecent exposure,
- \* Touching of an individual's body or clothes in a sexual way,
- \* Sexually derogatory comments, descriptions, innuendos, and taunts,
- \* Repeated requests for dates and letters making explicit references to sex and describing the harasser's feelings,
- \* Sexual slurs, epithets, threats, or verbal abuse,
- \* Graphic verbal comments about an individual's body or overly personal conversation,
- \* Sexually offensive jokes, stories, drawings, pictures, or gestures,
- \* Spreading of sexual rumors
- \* Cornering or blocking of a sexual nature of normal movements,
- \* Displaying sexually suggestive objects,

### **DISCIPLINARY ACTION INVOLVING SPECIAL EDUCATION STUDENTS**

All disciplinary action involving students receiving special education or related services will be coordinated by the school principal and or assistant principal with the special education director, or coordinator, to ensure compliance with the EHA and supplementary regulations, particularly in light of the Supreme Court's opinion in Honig v. Doe. -Nothing in the school's Student Conduct Code shall infringe on any right provided to students with Individualized Education Programs pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act of 1990 or any subsequent revisions of such acts.

### **DUE PROCESS RIGHTS OF STUDENTS**

Before any suspension, a student has a right to a conference with the principal or his designee where the following takes place: (1) the charges against the student are explained to him; (2) if the student denies his guilt, the evidence against the student is outlined for him; (3) the student is given the opportunity to tell his side of the story; and (4) if the principal imposes suspension, the student has the right of appeal to the Superintendent and to the Board of Education. If expulsion is contemplated, written charges shall be provided to the student and his parents and further procedures outlined.

### **ORGANIZATIONS AND DISCIPLINE**

Should a student's violation of the Student Conduct Code be determined to have a negative reflection on an organization or team which he/she is a member of, disciplinary action beyond or in addition to that deemed by the Student Conduct Code may be initiated. The additional disciplinary action may be imposed by the coach or sponsor of the team or organization after consultations with the Principal.

A violation of the rules of the Georgia High School Association, after being informed of the rule, may be reason for disciplinary action by the school even if the coach or sponsor assigns disciplinary action. An example of such violation is getting into a fight during a contest or unauthorized entrance onto the playing field or court. Conduct,

dress, and appearance expectations of members of organizations and athletic teams may exceed that of other students.

### **SEARCHES**

Students have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the school must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school. Therefore, the laws of the state provide school officials with the authority to search, within reason, students and their personal belongings.

School officials may search a student if there is reasonable suspicion that the student is in possession of an item that is illegal or against school rules. Student vehicles brought onto campus, book bags, school lockers, desks, electronic devices used in violation of school rules, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought onto campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

### **INTERROGATIONS**

School administrators and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self - incrimination does not exist.

### **METAL DETECTORS/WANDS**

Metal detectors have been made available for use by schools in their effort to provide a safe school environment. Prior to the utilization of metal detectors at Jeff Davis High School, procedures for such use were developed. Those involved in developing these procedures were: students, parents, administrators, and legal counsel. When hand held detectors are utilized without the utilization of the walk through detectors, the following procedures will be applicable.

The following are the procedures that school officials will attempt to follow:

- The utilization of metal detectors will be for the purposes of providing a safe and secure climate for the students, faculty and staff of Jeff Davis High School with as few disruptions as possible to the instructional process.
- Metal detectors will be used by the administration of Jeff Davis High School in instances where reasonable suspicions exist that items of contraband are present and in instances of random utilization. The method of random selection will be developed by the administration of the school.
- A school official of the same gender as the student passing through the detector must be present when the student passes through the detector. All students will be instructed to empty their pockets or backpacks of any metallic objects before passing through the detector. If illegal objects or objects against school policies are found, students may be disciplined for possessing these items.
- If the detector indicates metallic objects on the person of the student, then the student will be asked again to remove metallic objects and to pass through the detector a second time.
- If the detector again indicates that metallic objects are still on the person of the student then the student will be asked to accompany two school officials, preferably of the same gender as the student, to a private location. The student will be afforded a third opportunity to remove any items which may be causing the metal detector to signal the presence of some metallic object or to explain what the student believes is causing the metal detector to alarm.
- If necessary, at this point a hand - held metal detector may be used. The gender of the school official utilizing the handheld detector should be the same as that of the student. The school official should not touch the student with the hand held detector.

If it is apparent that the detector has located some item and the student is not cooperative, then the student will remain in a particular area, in private, and under the supervision of a school official until a parent of the student

can be summoned to assist in requiring the student to remove the offending item. The student will not be asked to remove any garments other than jackets, sweaters, or other similar outer garments. When hand held detectors are utilized without the utilization of the walk through detectors, the above procedures will be applicable.

### **STUDENT COMPLAINTS AND GRIEVANCE**

The administration realizes that there may be conditions in the school that need improvement and that students should have some means to effectively express their concerns which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the school shall provide channels for eventual hearings, should circumstances dictate. Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided to any student or his/her parents/guardians to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parents/guardians, or the teacher, may bring the matter to the principal's attention for his/her consideration
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration.

Please note that if the appeal is regarding a discipline assignment and it is from a student and it is determined to be frivolous and designed to take up the time of the appeals officer, or to delay disciplinary action, additional punitive measures may be assigned to the student.

### **STUDENT SUPPORT PROCESS**

The Jeff Davis County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include tier intervention plans, school counselors, and chronic disciplinary problem student plans.

Student support includes services available to the school, the school system and those available to other public entities or community organizations which may assist students to address behavioral problems.

Should a teacher have a student enrolled in his/her class who is experiencing difficulties academically and/or behavioral, he/she may refer the student to tier intervention. The teacher will collect and analyze data regarding the student. Once this has been done, a plan of strategies which may include behavior management techniques, curriculum modifications, peer tutoring, specialized materials, parent conferences, counseling, compensatory programs, medical referrals, etc. will be developed. These strategies will be implemented with follow – up support.

### **DRUG AND ALCOHOL ABUSE HELP CENTERS**

Georgia's Drug Abuse Helpline	800-338-6745	Free Addiction Helpline	1- 866-535-9821.
Vidalia Drug and Rehab	912-537-9491	Turning Point	229-985-4815
St. Simons By the Sea Hospital	800-821-7224	Greenleaf Center	878-978-1698
National Institute on Drug Abuse	800-662-HELP	JD Health Department	375-2525
JEFF DAVIS HOSPITAL	375-7781	JD MEDICAL CENTER	375-7702
National Federation of Parents For Drug-Free Youth		1-800-241-9746	

### **PROCEDURE FOR STUDENTS WHO ATTEND TREATMENT CENTERS**

1. School officials (principal/assistant principal/counselor) should be informed of placement.
2. Students are withdrawn as of the last day of attendance at JDHS.
3. Parent/guardians should request that the treatment center contact a JDHS counselor. Students may use JDHS textbooks, and JDHS teachers may -indicate areas to be covered during periods of withdrawal; however, assignments will not be given. Exceptions may be made with advanced courses such as Physics and Calculus so that students will not fall too far behind.
4. When a student is discharged, he/she should be re-enrolled as soon as possible to avoid problems with absentees. A student support team meeting (with parent, student, teachers, and treatment center contact in attendance if possible) is highly desirable.
5. Grades from the treatment center will be averaged in with grades from JDHS on a percentage basis depending upon how many days a student was in attendance at the treatment center. Numerical grades should be sent; however, if only letter grades are assigned, a numerical range should be sent along with letter grade.

### **SELECTIVE SERVICE**

Federal law requires that all young men register within 30 days of their 18<sup>th</sup> birthday with the Selective Service. Young men may register by completing and submitting a Selective Service registration card. Selective Service registration cards may be picked up at any U. S. Post Office. The card should be filled out and submitted to a postal clerk. Online registration is available at [www.sss.gov](http://www.sss.gov).

All complaints will be properly and thoroughly investigated by the Board of Education and/or their staff, and results of that investigation made available to those making the complaint along with the disposition of such by the Board of Education. For more information, see Gender Equity elsewhere in this handbook.

### **Student Release During School Day**

When there is a cause for a student to leave school during the school day, the student may be released to his/her parent or guardian or a designee of the parent or guardian. Anyone other than the student's parent or guardian must be pre-designated in writing in a manner determined by the principal. Principals may utilize other means for release of students when they deem it necessary. **TELEPHONE CALLS TO SIGN OUT STUDENTS WILL NOT BE ACCEPTED!**

### **Uniform Withdrawal Criteria**

For the purpose of accurately measuring the academic performance of students continuously enrolled in the Jeff Davis County School System, the Board adopts the following uniform criteria for withdrawing students.

1. Appropriate school personnel are authorized to withdraw a student who:
  - a. Has missed more than 10 consecutive days of unexcused absences;
  - b. Is not subject to compulsory school attendance; and
  - c. Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
  - d. The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.
2. Appropriate school personnel are authorized to withdraw a student subject to compulsory attendance if the superintendent or superintendent's designee has determined the student is no longer a resident of the Jeff Davis County School System or is enrolled in a private school or home study program.
3. Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.

### **Policies and Procedures to Reduce Unexcused Absences: Notification**

1. The Jeff Davis County School System requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school, a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the Jeff Davis County School System, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and
2. The Jeff Davis County School System will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalties and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via certified mail with return receipt requested.
3. The Jeff Davis County School System will use its best efforts, including first class mail, to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to **O.C.G.A § 40-5-2** regarding the denial of driver's permits and licenses.
4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with **O.C.G.A. § 15-11-67**.

\* Additional procedures for attendance requirements are provided in the Jeff Davis County Student Attendance Protocol.

### **STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

(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 an oral 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 oral 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.

## **ATTENDANCE**

When students are absent and they make up the learning activity/assignment they missed due to the absence, they still lose much that the class offers. This is due to the fact that the students miss the teaching offered by the teacher. The students miss such things as teacher demonstrations, explanations, correlations, transfers, how the information is related to past and future learning, teacher presentations which are thought provoking, and other educational techniques presented by the teacher. Some class activities such as lab work, computer work, and other class activities cannot be made up regardless of the efforts of the student and teacher.

When a student does not attend a class because he/she is attending a meeting within the school (graduation testing, etc.) or if the student is away on a school-sponsored trip, he/she will not be counted absent; he/she will be considered TL and should be so marked in the class roll book and/or computer. Students are expected to contact each teacher, prior to the TL if possible, but no later than the 3rd school day after the TL, for makeup work he/she will miss due to the TL. When a student is counted TL and does not participate in the activities he is counted TL for, he/she should attend his/her regular classes.

Students must be present at least two blocks of the day, if they are to participate in an extracurricular activity. Any exception to this must be approved by the sponsor or principal.

The Jeff Davis County Board of Education policy requires a student to submit a written statement as to why he/she was absent from a class at Jeff Davis High School (this includes absences due to sign-outs). This statement must be signed by the student's parent/guardian. The written statement is to be presented to the student's 1<sup>st</sup> block teacher by the 3<sup>rd</sup> school day the student is in attendance after the absence. Absences for which written statements are submitted after the 3<sup>rd</sup> school day the student is in attendance after the absence will be recorded as unexcused.

Exception to the three-day rule regarding bringing a written statement is when a student is absent five (5) consecutive days. On the fifth consecutive day of absence, the parents should contact the attendance director and provide reasons for the absences or the attendance director will contact the parents. At that time, the attendance director will determine the excused or unexcused status of the absences and will inform the school and the parents. In the event the student does not return to school by the date of the tenth consecutive absence, this same procedure is to be followed.

The written statement as to why a student was absent from a class will be evaluated to determine if the reason for the absence is excused or unexcused and will be recorded as excused or unexcused in the school's information system/computer. Teachers will be able to access the student information system and ascertain if the absence was excused or unexcused. A student may inquire of his/her teachers to find out if the absence is entered as excused or unexcused. Students wishing for additional information regarding the absence should see the principal.

Students are expected to contact each of their teachers after absences to determine what work is to be made up.

**How absences may impact a student's grade:**

Teachers may have a Make-up Learning Activity/ Assignment for every student when he/she returns from an absence. The assignment may be different from the class work or assignment missed during the absence. A student who is absent will be permitted to complete the assignment and submit it for a grade in the prescribed time or manner determined by the teacher. It is the student's responsibility to meet with the teacher within three (3) days of returning from the absence to determine what the makeup assignment will be.

Unexcused absences are considered to be in violation of the Student Conduct Code. Consequences for such are those consequences provided in the Student Conduct Code and/or loss of privileges such as parking on campus, participation in extracurricular activities and other school-sponsored activities, and/or judicial action.

**PERFECT ATTENDANCE (Perfect Attendance will not be calculated for the 20-21 school year)**

1. Students shall be counted present for perfect attendance purposes when they are:  
In attendance at least one half of the instructional day (two complete blocks at the high school). This applies equally to those who are on work study programs and leave school at the end of 3rd block. They must attend two complete blocks in order to be counted present. Students who attend school less than  $\frac{1}{2}$  of the day and report to work on a school sponsored work program must be in attendance at the job site and school at least  $\frac{1}{2}$  of the day in order to be counted present.
2. A student must be present at least 65 minutes of a class in order to be counted present for the class.  
When students are serving as pages of the Georgia General Assembly they will be counted present the days they serve as a page.
3. When students are TL from class they will be counted present. Students must be enrolled in school for 180 days in order to qualify for perfect attendance.

**ABSENCES FROM EXAMINATIONS**

During the last week of each semester, exams will be administered. If a student is absent on any of these days, it will be necessary for him/her to have a doctor's excuse or pharmacist's statement stating that he/she is taking medication on a current prescription. If the student does not have one of these, he/she will not be allowed to make up the exams unless arrangements are made with the principal, assistant principal, or school improvement specialist.

If it is necessary for a student to be absent on any of the exam days for reasons other than sickness, the parent or guardian must confer with the principal, assistant principal, or school improvement specialist to determine if the exam is to be made up. If a student needs to be out because of a death or funeral, the conference with the parents or guardian is not necessary.

**Child Find Guidelines for Jeff Davis County**

What is Child Find?

"Child find" refers to the process of locating, identifying, and evaluating children with disabilities to ensure that they receive services to which they are entitled. Children and youth, from birth to age 21, and attending private school or who are homeschooled in the Jeff Davis County school district and are suspected of having a disability, may be referred for a possible evaluation to determine if they are eligible for special education services.

Who to Contact for More Information?

Preschool children: If you are aware of a preschooler, ages 3-5, who has or may have a developmental disability, please call [Donna Wilcox](#), Director of Special Education, at 912-375-6715.

School age children and youth: If you have a child who is already enrolled in a Jeff Davis County school and may

be in need of special education services, please contact the school and express your concern to your child's teacher, the school counselor, or the school administrator.

Transfer students: If your child is transferring into the Jeff Davis County School System and has received special education services in another district, please report this information to [Donna Wilcox](#), Director of Special Education, at 912-375-6715.

The Individuals with Disabilities Act (IDEA) requires school systems to locate and identify disabled students attending private schools within their boundaries. If a disabled student is designated to receive special education, a service plan is developed for the disabled private school student. Jeff Davis County will spend a proportionate share of federal funds on such students for appropriate special education services. Home-schooled children are considered in the same category and are also eligible for services under this provision of the law. Parentally-placed disabled children in private schools or home-schooled disabled students are not entitled to a free appropriate public education (FAPE), but the district will provide services based on a proportionate share of federal funds.

Parents of any home-schooled or privately schooled disabled students between the ages of 3 and 21 may contact the Special Education Department (912-375-6715) for further information.

**Title IX Contact:**

**[Roger Metts](#)**

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**PLEASE VISIT THE LINK BELOW TO ACCESS THE JEFF DAVIS COUNTY BOE POLICIES ON THE FOLLOWING TOPICS:**

[https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=4093](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=4093)

*\*\*\* Some information may be found in the additional links provided at the bottom of each JDBOE policy. \*\*\**

- PERSONNEL/STUDENTS EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITIES -  
(Jeff Davis County Board of Education policy GAAA/JAA)
- EQUAL OPPORTUNITY COMPLAINT PROCEDURE  
(Jeff Davis County BOE policy GAAA/JAA Administrative Procedure)
- COMPLAINTS and GRIEVANCES  
(Jeff Davis County BOE policy GAE)
- TITLE 1 PARENT INVOLVEMENT POLICY  
(Jeff Davis County BOE policy LEBA)
- NOTICE OF RIGHTS OF PARENTS AND STUDENTS UNDER SECTION 504  
(Jeff Davis County BOE policy LEBA)
- PROMOTION RETENTION  
(Jeff Davis County BOE policy IHE)
- BOARD POLICY DEVELOPMENT  
(Jeff Davis County BOE policy BD)
- JEFF DAVIS COUNTY STUDENT ATTENDANCE PROTOCOL  
(Jeff Davis County BOE policy JB)

- GENDER EQUITY IN SPORTS  
(Jeff Davis County BOE policy IDFA)
- JEFF DAVIS COUNTY BOARD OF EDUCATION TITLE IX RELATED POLICIES  
(Jeff Davis County BOE policy IDFA/JAA)
- USE OF ELECTRONIC MEDIA: INTERNET ACCEPTABLE USE  
(Jeff Davis County BOE policy IFBG)

**\*\*\* Changes to this Handbook and the Policies/Procedures within may be subject to change during the year pending board approval\*\*\*\*\***