

Jackson High School

Student Handbook and Code of Conduct

WELCOME

Let me welcome you to Jackson High School. At Jackson High School you will have many educational opportunities. I urge you to get involved in clubs, band, sports, and other school activities.

Please use the *Jackson High School Student Handbook* to help keep you organized and prepared for the busy year ahead.

This handbook contains school rules, policies, important dates, contact information, and additional resources.

Again, I welcome you to Jackson High School and wish you a successful school year. *Go Aggies!*

Sincerely,

Stuart R. Etheredge
Principal

Mission Statement:

Jackson High School strives to develop a learning community where teachers and students are constantly in the pursuit of knowledge that will produce competent members of society and effective members of the work force.

Jackson High School

Contact Information:

Jackson High School
321 Stanley Drive
Jackson, Alabama 36545

(251) 246-2571 (main)

(251) 246-3190 (fax)

Office Staff

Mrs. Powell, Receptionist

Mrs. West, Secretary/Bookkeeper



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Alma Mater

*Hail to thee, our Alma Mater
Dear Ole Jackson High.
Thee we'll love, respect, and honor
Even til we die.*

*Teachers, classmates, joys, and tears,
Sweet memories will be,
And remain within our hearts
As will our love for thee.*

*Through the years,
Dear Jackson High School,
May thy name we pray
Be remembered and be honored
As it is today.*

Fight Song

*When those Jackson Aggies start to rise,
We're going to knock those _____ way behind
We've got the pep, the zeal and all the rest.
With what we've got we know we'll always be the best.*

*We've got that spirit that will never die,
The kind that picks you up, yea! way up high.
Until the end of times you'll hear our cry.
All for the Aggies rise!*

Schedule

7:45	First Bell
7:49 - 9:24	1 st period
9:24 - 9:35	Break
9:39 - 11:14	2 nd period
11:18 - 1:21	3 rd period
1:25 - 3:00	4 th period

2016-2017 School Calendar

August

Freshmen/New Student Orientation	Aug. 4
<i>First Day Back</i>	Aug. 8

September

Labor Day Holiday	Sept. 5
Progress Report	Sept. 8
Open House	Sept. 8
ACT	Sept. 10

October

Mid-term Exams	Oct. 6-7
Mid-term Ends	Oct. 7
Fall Holiday	Oct. 10
In-Service Day	Oct. 11
Report Cards	Oct. 13
ASVAB	Oct. 13
PSAT	Oct. 19
ACT	Oct. 22

November

Sr. Invitations, Cap & Gown Order (<i>Estimated date</i>)	Nov.
Veterans Day Holiday	Nov. 11
Progress Report	Nov. 10
Thanksgiving Holidays	Nov. 21-25

December

ACT	Dec. 10
Final Exams 1st Term	Dec. 12-13
End of 1st Term	Dec. 16
Report Cards	Mailed
Christmas Holidays	Dec. 19-Jan. 3

January

<i>First Day Back</i> 2nd Term	Jan. 4
Holiday	Jan. 16

February

Progress Report	Feb. 2
ACT WorkKeys Test 12 th grade	Feb. 7
ACT	Feb. 11
In-Service	Feb. 17
Holiday	Feb. 20
ACT WorkKeys Makeup Test 12 th grade	Feb. 21
ASVAB	Feb. 23

March

Mid-term exams	Mar. 2-3
Mid-term Ends	Mar. 3
Report Cards	Mar. 9
ACT Plus Writing Test 11 th grade	Mar. 21
Jr/Sr Prom	Mar. 24
Spring Holidays	Mar. 27-31

April

ACT Aspire Test 10 th grade (5 days)	Apr. 3-21
ACT	Apr. 8
Progress Report	Apr. 13
Holiday	Apr. 14
ACT Plus Writing Makeup Test 11 th grade	Apr. 19

May

Awards Night	May 11
Memory Night	May 12
Senior Exams	May 15-16
Graduation	May 20
Final Exams	May 22-23
<i>Last Day</i>	May 26
Report Cards	Mailed

Activity Index

ACT/SAT/PSAT	Guidance
Band	Ms. Willingham
Baseball	TBA
Cafeteria/Lunch forms	Mrs. Scott
Cheerleaders	Mrs. Michelle Taylor
Clubs: DECA	Mrs. Hentschel
FBLA	Mrs. Washington
FCA	Coach Moseley and Mrs. Hare
FCCLA (FHA-HERO)	Mrs. Stephens
HOSA	Mrs. Massey
Science Club	Mrs. Etheredge
Fees	Mrs. West
Football	Coach Powell
Girls Basketball	Coach McKenzie-Smith
Golf	Coach Hilt
Graduation Requirements	Guidance
Lockers	Mrs. Powell
Lost and Found	Mrs. Powell
Media Center	Mrs. Alford
Memory Night	Mrs. Harrell
National Honor Society	Mrs. Barnes
Parking Permits	Mrs. West
Report Cards	Guidance
Scholarship Information	Guidance
Softball	TBA
Student Council	Mrs. Raybon
Tennis	TBA
Transcripts/School Records	Guidance
Volleyball	Coach Poole
Work Based Learning (WBL)	Mrs. Hentschel
Yearbook	Ms. Bailey

Student Guidelines

1. General Guidelines

Guidelines challenge you to be the best student and person that you can be. You need guidelines to inform you of what you can expect from JHS and what JHS will expect from you. JHS wants to help you prepare for future employment and a productive life. This guideline is also your contract with the school concerning what is expected of you for graduation.

2. Relationship to School Staff

While you are responsible for yourself in so many of the decisions that you will make during your high school career, the principal, assistant principal, administrative staff, and all teachers of this school have legal public authority to act in your best interest. Students are required to identify themselves when asked by **ANY** staff member or person in authority.

3. Promotion/Retention

Passing from one grade to another is based on the number of credits that you have earned. To move to the 10th grade you must earn 7 credits. To move to the 11th grade you must have 14 credits. To move to the 12 grade you must earn 20 credits **and** be a candidate for graduation in the spring. You must earn at least 28 credits to graduate.

4. Earning Credit

A credit is awarded to you for the successful completion of each course. Most courses carry the weight of one credit. Credits are awarded at the end of each term.

5. Diploma Options

Clarke County Board of Education has approved the following diploma options for the high school diploma: Alabama High School Diploma (AHSD), Advanced AHSD, AHSD with Career Tech Endorsement, and Advanced AHSD with Career Tech Endorsement. See page 23 for requirements.

6. Early Graduation

Subject to and in accordance with the implementing procedures, the Clarke County Board of Education authorizes early graduation from high school of senior students who have successfully met the system's graduation requirements. With parental consent, qualifying students may elect to exit high school at the end of the first term of their senior year, provided that the criteria and specified deadlines are satisfied. Please visit the guidance office for more information and application.

7. Dual Enrollment

Students have the opportunity to earn both a college credit and a high school credit for academic and/or career tech courses before graduating from high school. The Clarke County Board of Education has entered into dual enrollment contracts with Alabama Southern Community College and The University of Alabama (UA Early College). Please visit the guidance office for more information.

8. Attendance

The Alabama State Code requires students to have 160 seat hours before they are awarded credit for a class. If you miss more than five (5) days per semester, you have jeopardized your chances of earning credit and have placed yourself in danger of being

taken to court. Suspensions count toward accumulation of days as does checking out of classes or sitting in office for disciplinary reasons. Attendance problems have postponed graduation dates for students and have taken students and their parents to juvenile/family court.

9. Excessive Absences

If you miss more than the allowed number of days per semester and seek an exception, you must fill out a form requesting that you be granted an exception to the attendance rule. Official verification (Doctor's statement, court verification) must accompany the request.

A. The student whose absence is unexcused is not entitled to make up instructional work or tests except when the unexcused period covers a nine weeks or term test which would place the student in danger of failing to obtain a final course credit or being promoted to the next highest grade. A student on external suspension will have absences treated as unexcused. The following procedure will be used for unexcused absences, excluding unexcused absences due to out of school suspension:

In Grades 6-12:

3 days absent - Student/Parent/Principal **OR** Counselor Awareness

5 days absent - Student/Parent/Principal **OR** Counselor Conference

7 days absent - Referred to Attendance Officer/Committee

Above 7 days absent – Complaint may be filed with Juvenile Court of Clarke County for students under the age of 17.

10. Excused Absences

The following reasons will be considered as excused at JHS:

- A. You are too ill to attend school.
- B. Inclement weather jeopardizes your health or life.
- C. You are under legal quarantine.
- D. A death occurs in your IMMEDIATE family.
- E. The principal determines other unusual situations.
- F. Participation in school activities
(Juniors and seniors may get a form from the Guidance Office requesting 2 days per year for college/military trips.)

11. Admit Slips

State law requires that your parents explain the reason for all of your absences; therefore, you **MUST** present to the school office on the day of your return to school a written excuse explaining your absence so that you can obtain an "Excused Admit Slip" to class. Said slip must be obtained prior to the first bell. Your excuse will be used to determine if your absence(s) will be coded excused or unexcused. Teachers will have access to this information through the electronic grade/attendance book to determine eligibility for make-up work and exemption from exams. If you return to school without a note, your absence will be displayed as "Skipping" or "Unexcused Absence" in INOW.

12. Documenting Absences

Your parent(s) should write a note addressed to Mr. Etheredge stating the date(s) you were absent and the specific reason why you were absent. Your parent/guardian should also sign the note because a legal signature is required. Notes sent to the school from a doctor should contain the date and time of your attended appointment and the date that you can return to school. Both of these notes become legal documents because of the importance of your attendance in school. Honesty in reporting the cause of any absence is important, because this becomes part of a legal record. A parent note does not necessarily mean it will be excused!

13. Make-up Work

Make-up work is **YOUR** responsibility. You can only make up graded work for absences that are EXCUSED. **UNEXCUSED** absences result in a zero on work/tests. **YOU** must have made arrangements with your teacher concerning the make-up work within five (5) school days after your return to school. However, any work that was assigned prior to your absence will be expected **UPON YOUR RETURN TO SCHOOL** (ex. tests, essays, homework, projects).

14. Medical Appointments

Every effort should be made to schedule medical or dental appointments outside of school hours. However, if it is necessary, the student must return to school with a statement from the doctor or dentist indicating the time spent in his or her office.

15. Tardy to School

If you are late for school, you should have a written excuse for your tardy and present your note to the office and receive an admit slip.

16. Tardy to Class

If you are more than 15 minutes late to class, **it will count as an absence**. Also, three (3) accumulated tardies will count as an absence for any class.

JHS Tardy Policy Discipline Matrix

For the purpose of this tardy policy, a tardy will be defined as a student who is not inside the classroom when the tardy bell begins to ring. It is important to remember that tardies are combined for all classes.

4th Tardy - Student will have 1 day ISS.

8th Tardy - Student will be assigned 1 day of ISS.

12th-Over Tardy – Student will receive 1 day of ISS. Administration/designee will notify parents of the detention and the consequences for the next tardy.

Reporting periods for tardies will be handled according to policy.

17. Truancy

If you cut class, you will be suspended. Repeated offenses may lead to severe penalties.

18. Checking In/Out

If it is absolutely necessary for you to check out of school, you should 1) bring a request from your parent/guardian seeking permission to check out, 2) turn in your request to the office **BEFORE** school, and 3) return the signed check-out permit to the office. Only a parent or guardian may sign you out of school. Please note that any class missed due to checking out will count as an absence in that class.

- A student's absence from school to accompany his/her parent on a trip is **NOT** an excused absence, except in cases of extreme emergency as determined by the principal.
- State law requires parents or guardians of students to explain the cause of any absence of students under their control or supervision. Every student returning to school after being absent shall present to the designated school official a written excuse signed by the parent or guardian **within three school days of the absence**. In accord with State Law and Board Policy, the determination of whether an absence is excused or unexcused shall be made by the principal. **Any absences not excused shall be considered unexcused.**

19. Field Trips

All field trips/activities must be planned in advance and approved by Administration. You must have a permission form signed by your parents which releases the school from liability for any accident or injury. You are responsible to the school for your good behavior while you are on any school-sponsored trip. It will be your responsibility to notify your teachers in advance and make up any and all work upon your return. Any work that was assigned prior to a school activity will be expected upon your return to the class or classes missed.

20. Grade Reports

Your report cards will be issued twice each term. Prior to receiving your report card, you and your parents will be notified of your progress through progress reports that will be sent home via students. SEE CALENDAR ON PAGE 5 for exact dates.

21. Grading Scale

Your work is rated using the following scale:

A = Excellent work	90-100
B = Good work	80-89
C = Average work	70-79
D = Poor work	60-69
F = Failing work	below 60

Your mid-term exam will count 20 percent of your 1st/3rd 9 weeks average. The final exam will count 20 percent of your term average. The term average is the grade that is posted to your permanent record and is the grade that colleges and employers see when they request a transcript.

22. Exemption Policy

You may exempt a final exam in which you maintain an 90 average if you miss two (2) or fewer days (excused absences only) during the term, have no disciplinary referrals, no suspensions (in-school or out-of-school), and follow the proper procedures for requesting the exemption.

23. Conduct at School Activities

No complete list can be provided, but some examples of unacceptable behavior are substance abuse, cheating, using or possessing tobacco, i.e., e-cigarettes, public display of affection, cutting class, fighting, possessing firearms, mace, or other weapons, gambling, possessing or playing cards, using profanity or other verbal abuse, any gang-related activities, possessing radios, tape players, or other disruptive items, vandalism, or anything that violates any local, state, or federal law. In some cases, unacceptable behavior may lead to being arrested.

24. Suspensions

You will be suspended from school for failing to follow the guidelines that are established for our school. If you are suspended, you are not to be on school property or at school sponsored activities before, during or after school hours. This banishment from school includes extracurricular activities. Examples of actions resulting in suspension not all inclusive are violation of narcotic law, possession or use of alcohol or tobacco or simulated products, fighting, inappropriate use of automobile, possession or use of weapons of any kind including mace or similar substances, and involvement in gang-related activities.

25. Consequences of Suspensions

If you are suspended, you hurt your chance of future employment. Some more immediate effects are that you are denied the right to be invited into some school organizations and you are denied the right to make up work missed during your suspension, thereby risking possible failure and loss of credits.

26. Expulsions

Expulsion is when the school board denies you the privilege of attending any of its schools. You can be expelled for any infraction of the code that the school board deems serious enough to warrant such drastic measures. If you are expelled, you can only be readmitted by the board.

27. Dress Expectations

Your appearance makes a statement about you and is a reflection of J.H.S. Your appearance can affect your employment. It also affects those you come in contact with.

You are expected to help maintain an atmosphere conducive to learning by strictly following the uniform dress policy. ([See page 21 for specific dress code](#)).

28. Parking/Driving Regulations

Our parking area is limited to 180 parking spaces to be divided among students and teachers. Public transportation is a service provided by our school board, and you are encouraged to use the buses as transportation to school. Car pooling is also encouraged.

Available parking spaces will be reserved for senior students who must leave school for WBL. The remaining permits will be reserved for other senior and junior students. Parking permits will be issued for \$20 per year to students. You will not park in any reserved space or any area other than the paved parking areas. **Do not park or drive on the grass.** You must present your drivers license and proof of liability insurance before you can get a parking permit. The permit must be placed in your front window. No two-wheel motorized vehicles are allowed on campus.

You are to park your cars and report immediately to the assigned area behind the main building upon arriving at school. Once you get to the campus, you may not leave again without permission from the office. You may not return to your car during the day without first getting permission from the office. All vehicles are subject to search by school officials. The speed limit on campus is 15 miles per hour. The privilege of driving a vehicle to school and using school designated parking will be revoked if unsafe driving habits are practiced. Protect your privilege by driving responsibly.

29. Riding a bus is a privilege that may be revoked. The principal, his/her designee, or the Transportation Director are the only persons who can put a student off the bus. Drivers may turn students in and request they be removed from the bus, but only the administration can put students off. The school bus is an extension of the classroom and the driver is the adult-in-charge! Failure to follow the driver, or school bus rules and regulations will result in the student being warned the first time and turned in for disciplinary action afterwards. If a student is turned in to the administration, he/she will not be allowed to ride the bus home on the afternoon route. It is the parent's responsibility to pick the student up and arrange private transportation to and from school.

School Bus Rules, Regulations and Violation Consequences

- Loud or distracting noises/excessive talking/**Administration Discretion** – 3 days off the bus
- Disrespectful/discourteous/lack of respect to others/**Administration Discretion** – 3 days/5 days/15 days off the bus
- Disrespectful/discourteous/lack of respect to the bus driver/**Administrative Discretion** – 3 days/5 days/15 days off the bus/with in-school discipline
- Inappropriate language – 3 days/5 days/15 days off the bus
- Violation of the Dress Code – 3 days/5 days/15 days off the bus
- Uncooperative – 5 days off the bus
- Tardy to Bus – warning/off the bus
- Slapping/hitting/fighting/bullying/threats – 3 days/5 days/15 days/rest of the year off the bus/**Administrative Discretion** with in-school discipline
- Eating/drinking on bus – 3 days off the bus
- Throwing objects in/out bus/window – 5 days off bus with in-school discipline
- Hanging out window – 5 days/10 days/15 days off the bus with in-school discipline
- Out of assigned seat – 5 days off bus with in-school discipline
- Damaging or tampering with bus equipment/seats/windows – Suspension from bus until \$75.00 fine and damage restitution has been satisfied/remainder of the year off the bus.

When a student has been removed from the bus, the Transportation Director will notify all bus drivers. No driver should allow a suspended student to ride on a Clarke County school bus until suspension has been served.

30. Medical Needs

If you have a special medical need such as diabetes, epilepsy, heart ailments, visual or hearing problems, pregnancy, emotional problems, or any other condition that could interfere with the learning process, you must have a doctor's statement filed with the nurse. The statement needs to describe any special procedure to be followed in case you need assistance. If you must take prescription medication during the school day, your parents must submit to the nurse a *Medical Authorized Form* signed by your physician. If over-the-counter medication is needed, the medication must be brought to the nurse in its original container and a *Permission-to-Administer-Medication* form must be signed by parent and filed with the nurse. JHS does not provide any form of medication.

31. Passes from Class

If you must leave your class during the day, you must have a pass from your classroom teacher. The pass should state the class from which you are leaving, your destination, the date and the time of your departure. The teacher who receives your pass will initial the pass and put the time that you leave his room.

32. Hall Conduct

You can assist the flow of traffic in our halls by moving in a steady flow down the right-hand side of the halls/stairwells and by not gathering in huddles. Stopping to talk in the hall can result in traffic jams, fights, injuries and unexcused tardies to class. Unless problems develop all stairwells will be open for two-way traffic. Again, you can help keep the flow moving by staying on the right-hand side as you go up or down the stairs.

33. Lunch Fee

Currently all students are receiving free lunch and breakfast pending available funding. In the event of a change students will be given instructions to apply for free and reduced lunch and breakfast. Full price lunches are available to students at \$2.25 each. Reduced lunches are 40 cents. Prices subject to change.

34. Lunches from Home

If you do not wish to eat the meals served in the cafeteria, you may bring your lunch from home. You are not allowed to "import" food from Hardees, Pizza Hut, or from any other fast-food restaurant. Opened canned/bottled drinks, cups, and "sip cups" may not be brought on campus or taken from the cafeteria after break/lunch.

35. Visitors

You are not permitted to bring a guest to school without special advanced permission from Mr. Etheredge or his representative. Any and all visitors to the school must register with the office. Messages must be left in the office for students and teachers. ANY visitor without a visitor's pass will be asked to report to the office.

36. Textbook Policy

Textbooks are issued on a loan basis. The textbook that is loaned to you is expected to be returned to the school in similar condition to that in which it was issued. You are to turn in the book issued to you. Your teacher will account for the book by textbook number. If you owe for lost/damaged textbooks, you will NOT be issued textbooks in any class until such damages have been paid. You are REQUIRED to cover your textbooks with a book cover at all times. If a textbook is lost, you will be charged the price that it will take for us to replace that book with a brand new book. If a textbook is damaged, the teacher will assess the cost of the damages and notify you.

37. Book Bags/ Purses

The Clarke County Board of Education passed a policy requiring that ALL book bags carried by high school students be made of mesh or clear plastic. The policy is designed to insure that dangerous or illegal items will not be brought to school.

38. Telephone

Except in cases of emergency, you will not be allowed to use the phone in the office as it is a business phone. School is your "work" for the time that you are here, and just like businesses do not allow their employees time off for phone breaks, we can't allow you that distraction either. Your parents should NOT call the school to leave you a message unless it is a matter of urgency. Classes will not be interrupted to deliver messages except in cases of emergency.

39. Elevator

You can only use an elevator if you are suffering an injury or handicap. You must get permission from the office before using the elevator.

40. Valuables at School

You should NOT bring valuables to school, because there is a chance that the objects could be lost or stolen. If you must bring valuables to school, keep them with you at all times. Money is sometimes stolen from desks and lockers. Keep your locker **locked** at all times to better secure books and/or personal items. Avoid giving your locker combination to your friends.

41. Lockers

Lockers will be issued to all students for \$10 per year. Lockers should always be locked to protect your textbooks and other materials kept within the locker. **DO NOT "RIG" YOUR LOCKER.** Lockers may be searched by the school administration. Your locker is your only private space at school, so please protect your privacy.

42. School Day Insurance

You must have insurance coverage before you can participate in sports/school activities. The school makes two types of insurance coverage available: school-day coverage and 24-hour coverage (excluding varsity football). JHS, school administration, and faculty members will not be responsible for charges not covered under a student's insurance coverage. Check in the office to get enrollment forms.

43. Library Rules

Using the library is a privilege. You are allowed to check out books from the library for a period of two weeks. For each day the book is overdue, you will be fined. Should you lose a book from the library, you will have to pay a replacement fee or have the book replaced. Please take good care of all books.

With approval from the librarian, you may use the computers in the library. If you are using the internet, you must restrict your sites to approved areas. Abuse/misuse of the computers will result in loss of privilege, and you will be charged for any damages. This applies to software as well as hardware damages.

Reference books and magazines may not be checked out from the library. Copies of research materials can be made by the media specialist at the student's expense.

You are expected to work quietly in the library and to refrain from talking. If you do not follow these guidelines, you can lose your library privileges.

44. Tornado Drills

You will know that we are involved in a tornado drill when you hear one long ring of the school bell or other sounding devices. You will then follow your teacher's directions. You must remain quiet so that further instructions can be heard. You should, after sitting down, place your head between your knees and cover it with hands or a book.

45. Fire Drills

You will know that we are involved in a fire drill when you hear several short rings of the school bell or other sounding devices. You are to exit the room quietly, following the

directions given by your teacher. Fire drill exit routes should be discussed by each classroom teacher. After exiting the building, your class will remain in line and with your teacher for roll call. You will remain quiet so that further directions can be heard. The names of any missing students should be turned in to the office after returning to class.

46. Withdrawing from School

If possible, a parent/guardian should come to school to complete withdrawal form. You are responsible for returning all books/paying any fees not yet paid. A 1 day notice would be greatly appreciated so that withdrawal grades/form can be completed. You will be given a letter to take to your new transfer school. Official records must be mailed directly from guidance office.

47. Transcripts

Students must sign a Transcript Request Form to have an official copy of their transcript sent or mailed. Freshmen/Sophomores must pay \$1 each. However, students can receive up to 10 free copies between junior and senior years of high school - \$1 for each additional copy. Former students must pay \$5. Graduating seniors must return alumni form allowing parent/guardian to request transcripts in the future.

48. Valedictorian and Salutatorian

These honors are determined by the guidelines stated in the Clarke County Board of Education policy. The policy is available online and a copy is located in the library.

49. Advanced Placement (AP)

Advanced placement courses are very demanding, but students have the opportunity to gain college credits based upon their exam score. There is a required College Board Examination with these courses that cost \$84.00. Currently, students only pay \$30.00 of this fee as the Clarke County Board provides scholarships to reduce the cost of the tests for students pending budget allowance. All students taking AP courses **MUST** take the end of the year exam.

50. Gifted Education Services

290-8-9-.12 Gifted. (1) Definition. Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. --- Alabama Administrative Code

Teachers, counselors, administrators, parents or guardians, peers, the student, or any other individuals with knowledge of the student's abilities may refer a student. All second grade students will be observed as potential gifted referrals. A checklist of gifted *Traits, Attributes, and Behaviors*, provided by the *Alabama State Department of Education*, is completed by second grade classroom teachers. The gifted specialist works with students to generate work samples created by the second grade students. This information is then used to determine which second grade students will be referred for the gifted program.

For each student referred, information is gathered in the areas of *Aptitude, Characteristics, and Performance*. This information is entered on a matrix where points are assigned according to established criteria. The total number of points earned by a student determines the student's eligibility for gifted services.

If you have any questions or would like to make a referral, you may contact your child's teacher. You may also contact the Gifted Specialist, Mrs. Keller Monet L. Davis, at (251) 246-3597 or the Special Education Coordinator, Mrs. Angie Jordan, at (251) 275-3255.

51. Student Government Association

Requirements for membership in Student Government Association (SGA) are as follows:

1. Overall 75 average in coursework – only 3 electives are allowed in the average.
2. Excellent disciplinary record – NO disciplinary referrals allowed. The principal may review disciplinary records for final eligibility.
3. Candidates will be REQUIRED to attend 3 leadership workshops to be held at the school. Should you not attend any one of these workshops your eligibility to be an OFFICER of SGA will be terminated.
4. The officers ELECTED from the members of the leadership workshops by those ATTENDING the leadership workshops will be:
 - a. Vice-president (from junior class)
 - b. Secretary (from any class)
 - c. Class presidents (from individual classes)
5. Officers of the SGA will be required to organize AND participate in Homecoming and other SGA related activities each year.

52. National Honor Society

Admittance into the National Honor Society may be granted to any student of at least sophomore standing who has attained a 3.25 or better overall grade point average. Once membership has been established, a student must maintain a 3.15 or better overall grade point average. Any student whose GPA drops below 3.15 will be placed on probation and will be given 1 grading period to raise the average to a 3.15 before dismissing from the society. Leadership, character, service will also be taken into consideration during the selection process. During the spring of the year, a list of students who meet the requirements is provided to the NHS advisor by the guidance office. From this list, students are selected by the faculty council and invited to take part in the annual induction ceremony.

53. Guidance Services

JHS provides a comprehensive program of counseling and guidance for you through the guidance office and through the assistance of each faculty and staff member. These services are designed to assist you in attaining your maximum potential in personal/social, educational, and career/vocational development.

The guidance office is located in the main office area and is open to you, your parents, and the faculty and staff. These services are provided for you:

Group guidance
 Individual and group counseling
 Orientation for new students and parents
 Assistance with registration and scheduling
 Course selection and educational planning
 Current information and guidance concerning jobs and careers
 Referral services
 Test administration, coordination and interpretation
 Current information and guidance concerning financial aid and scholarships
 Maintenance of student records and transcript services
 Other appropriate services

54. FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Clarke County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Clarke County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Clarke County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook or school newspaper;

- Publications included on the official web page;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Information considered "directory information":

- | | |
|---|---|
| · Student's name | · Degrees, honors, and awards received |
| · Participation in officially recognized activities | · Date and place of birth |
| · Address | · Major field of study |
| · Telephone listing | · Dates of attendance |
| · Weight and height of members of athletic teams | · Grade level |
| · Electronic mail address | · The most recent educational agency/institution attended |
| · Photograph | · Similar information |

55. Hazing

It is the policy of Jackson High School that it will provide a safe, orderly, civil and positive learning environment. Hazing has no place in the school and will not be tolerated. Accordingly, the school adopts a no-hazing policy and procedures to prohibit hazing and will ensure the enforcement thereof.

56. Electronic Communication Devices

The Clarke County School System prohibits the use of all electronic communication devices, including cellular telephones and pagers/beepers, cameras, and IPODS (unless provided by the school for educational purposes) at all schools during the school day. This is to include using cellular telephones to make voice calls, to take photos, and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices must be turned off upon entering the school building at the beginning of the school day and remain turned off until the end of the school day. Devices are not to be visible during the school day. Electronic communication devices must not be in operation at any time while students are being transported to and from school on the school bus.

Student use of cellular telephones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach. The school/school system will not be responsible for the loss, damage or theft of any electronic device brought to school or a school event.

**CLARKE COUNTY BOARD OF EDUCATION POLICY
STUDENT CODE OF CONDUCT**

Classification of Violations--

Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

Procedures for the Administration of Formal Disciplinary Action--

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action by making a personal call to the parent(s) or guardian(s) when feasible and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. Failure to bring notebook, pencil, books, or required materials and equipment to class; refusal to do homework; or refusal to work in class are not cause for disciplinary referrals. Parents or guardians of students who consistently exhibit poor work habits should be notified by school personnel.

MINOR OFFENSES - CLASS I

- 1.01 Excessive distraction of other students
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions, provoking other students.
- 1.02 Illegal organizations
Any participation in fraternities, sororities, and secret societies.
- 1.03 Threat, harassment, or intimidation of a student
The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.
- 1.04 Gambling
Any participation in games of chance for money and/or other things of a value.
- 1.05 Tardiness
Reporting late to school or class.
- 1.06 Use of Profane or Obscene Language
- 1.07 Non-conformity to Dress Code
- 1.08 Minor Disruption on a School Bus
- 1.09 Inappropriate Public Display of Affection
Is interpreted as any physical contact such as hand holding, arms around waists, etc.
- 1.10 Unauthorized Absence from Class or School
- 1.11 Intentionally providing false information to a Board employee
Including, but not limited to, forgery of parent's (s') name(s); intentionally providing false information to parents, such as changing grades.
- 1.12 Repeated refusal to complete class assignments and failure to bring required instructional materials to class.
- 1.13 Vehicular Violations

1.14 Any other violation which the principal may deem reasonable to fall within this category

ADMINISTRATIVE RESPONSES - CLASS I

Administrative responses for **Class I violations** may include but are not limited to the following:

- * **student conference**
- * **parent contact(s)/conference(s)**
- * **after-school detention**
- * **suspension from school/bus**
- * **out-of-school suspension not to exceed three (3) days (not to exceed a cumulative total of 10 days per semester for non-special education students and 10 days per academic year for special education students)**
- * **corporal punishment**
- * **assignment to in-school suspension or Saturday school (alternative to suspension)**

INTERMEDIATE OFFENSES - CLASS II

2.01 Defiance of Board Employee's Authority

Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee.

2.02 Possession, Control, or Use of Tobacco Products

The use of any tobacco products while under school jurisdiction.

2.03 Battery upon Students

The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.

2.04 Fighting

Any physical conflict between two or more individuals

2.05 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.

2.06 Stealing - Larceny - Petty Theft

The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.

2.07 Possession of stolen property with the knowledge that it is stolen

2.09 Threats - Extortion

The verbal or by a written or printed communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. 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 Class III offense.

2.10 Trespassing

The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

- 2.11 Possession of Fireworks or Firecrackers
- 2.12 Offensive Touching of Another Person
- 2.13 Written or Verbal Propositions to Promote Sexual Acts
- 2.14 Use of Obscene Manifestations (verbal, written, physical) toward another person
- 2.15 Directing obscene or profane language to a Board employee or visitor
Verbal assault upon a Board employee or visitor.
- 2.16 Leaving Premises without Permission
- 2.17 Cheating - serious or repeated violations
- 2.18 Any other offense which the principal may reasonably deem to fall within this category

ADMINISTRATIVE RESPONSES - CLASS II

Administrative responses for **Class II violations** may include but are not limited to the following:

- * **parent contact(s)/conference(s)**
- * **corporal punishment**
- * **out-of-school suspension**
- * **assignment to Alternative School**
- * **assignment to in-school suspension**

MAJOR OFFENSES - CLASS III

- 3.01 Drugs and Alcohol
Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.
- 3.02 Arson
The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their children.
- 3.03 Battery upon Board Employee
The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee.
In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.04 Robbery
The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.05 Stealing - Larceny - Grand Theft
The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.

- 3.06 Burglary of School Property
The breaking in to, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal Mischief
Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.
- 3.08 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 silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a class C felony.
- 3.09 Discharging of any pistol, rifle, shotgun, airgun, pellet gun, or BB gun, or any other device on school property
- 3.10 Possession of Weapons
Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony. Any student who brings a weapon to school must be reported by the principal of the school in which the student attends to the Superintendent and to the Juvenile Delinquency System.
- 3.11 Bomb Threats
Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.
- 3.12 Explosives
Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.13 Sexual Acts
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- 3.14 Aggravated Battery
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.15 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; personal injury to participants or others.
- 3.16 Unjustified Activation of a Fire Alarm System
- 3.17 Igniting Fireworks and/or Firecrackers
- 3.18 Any other offense which the principal may deem reasonable to fall within this category

ADMINISTRATIVE RESPONSES - CLASS III

Administrative responses for **Class III violations** may include but are not limited to the following:

- * out-of-school suspension
- * expulsion
- * legal action
- * assignment to In-School Detention

UNIFORM POLICY

The policy below will be in effect for all students from the time they arrive on campus or board the bus in the morning until they have left campus in the afternoon.

JHS UNIFORM POLICY	BOTTOMS	TOPS	OUTER WEAR	SHOES	BELTS & HATS
FEMALE	Khaki pants or skirts. Skirts must be below the knee No cargo pants, corduroy pants or jeans.	White, Purple or Gold golf shirt. White dress shirt. White, Purple, Gold or Gray JHS T-shirts No colored undershirts or tank-tops	Plain white, black or gray sweatshirt Aggie sweatshirt, fleece, or jacket. No hooded outerwear. Solid color black or gray jacket.	Brown, closed-toe shoes Tennis shoes No heels, flip flops, clogs, or slide-ins.	Belts required. No hats or headwear, (no hairnet or bandanna)
MALE	Khaki pants NO sagging pants! <i>(Appropriate fit.)</i> No cargo pants, corduroy pants or jeans	White, Purple or Gold golf shirt. White dress shirt. White, Purple, Gold or Gray JHS T-shirts No colored undershirts	Plain white, black or gray sweatshirt Aggie sweatshirt, fleece, or jacket. No hooded outerwear. Solid color black or gray jacket.	Brown, closed-toe shoes. Tennis shoes. No flip flops, sandals, clogs, or slide-ins.	Belts required. No hats or headwear, (no hairnet or bandanna)
<p align="center">*Any logo or brand name writing must be small enough to be covered with the palm of the hand.*</p> <p align="center">For full description visit www.clarkecountyschools.org</p>					

STATEMENT OF COMPLIANCE

"It is the official policy of the Clarke County Board of Education, that no person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment." (Clarke County Board of Education Policy Manual)

Contact Central Office for coordinators for Title VI, Section 504, and Title IX programs at 251-275-3255 or P.O. Box 936, Grove Hill, Alabama 36451.

STATEMENT OF LIABILITY

The administration and faculty at Jackson High School are concerned with your health and safety at school and will take steps to provide a safe learning environment. The administration and faculty are not responsible for accidents or injuries incurred on campus or at any school function.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

You and your parents have a right to inspect/review official records relating directly to you. You also have an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Confidential information shall not be released from student records without the written consent of the parent or legal guardian and student when over eighteen years of age. Students and parents/guardians are hereby notified of the above policy through this presentation. Access to the student records shall be handled in accordance with Title 45, Code of Federal Regulations (1974).

Joint Resolution Legislature of Alabama (SRJ26)

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease? - Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease? - The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease? Fever - Headache - Stiff neck - Red rash - Drowsiness - Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when? MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors would also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to:

www.adph.org/immunizations

Graduation Requirements per Cohorts

Diploma Options Available: Standard, Advanced, Career Technology Endorsement

	<u>Class of 2017 and Beyond</u>
Math	4 units Standard: Alg. 1A/B, Geometry, Alg. 2 Advanced requires at least 3 honor math courses
Science	4 units should include Biology and a physical science Advanced requires at least 3 honor science courses
English	4 units Advanced requires at least 3 honor English courses
History	4 units Advanced requires at least 3 honor history courses
Foreign Language	Not required but recommended for all college bound students
Other Required Elective(s)	1 unit of Career Preparedness A/B ½ unit of Health 1 unit of PE 7 ½ - 9 ½ electives Total Advanced requires 80 hrs. of community service- 20 hrs./year is recommended
Career Tech Endorsement	3 CT Courses (At least 2 sequential courses are recommended) Can be added to standard or advanced diploma
Total Credits To Graduate	28

