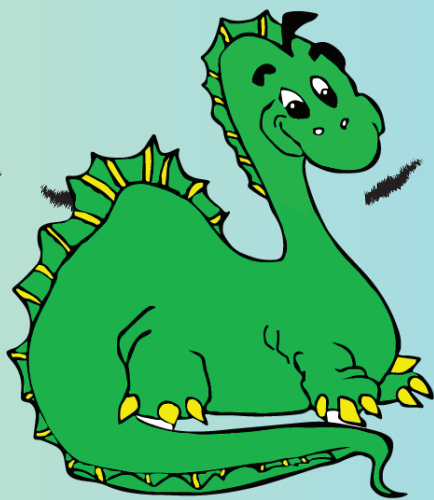


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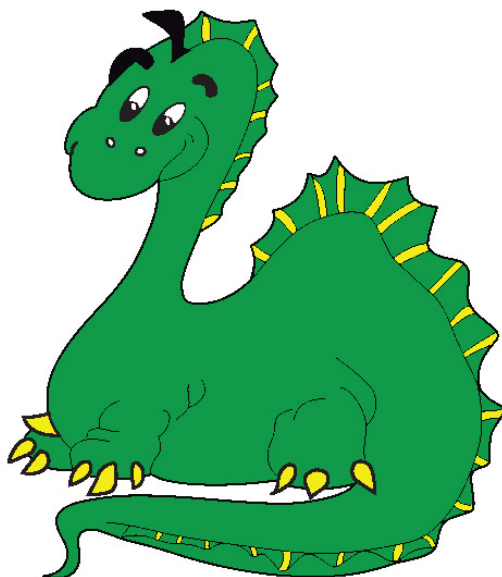
Imagine

2023-2024



**Jerger
Elementary
School**

Student Handbook



**1006 South Broad Street
Thomasville, Georgia
jes.tcitys.org
229-225-2625**

E. R. Jerger Elementary School Student Handbook

2023 – 2024

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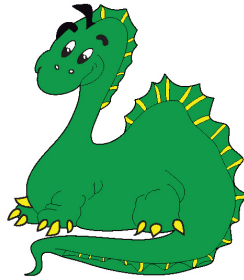
jes.tcitys.org

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Jerger is a Tobacco and Weapons Free School -All of the Thomasville City Schools are tobacco free educational communities. All school buildings, grounds and school system vehicles are designated as TOBACCO-FREE ZONES. School policy prohibits the use of ALL tobacco products, including e-cigarettes, everywhere, by everyone, 24 hours per day, and seven days per week.

The Georgia Tobacco Quit Line is 1-877-270-STOP (1-877-270-7867).

Refer to Jerger's website for a complete listing of Faculty and Staff



E. R. Jerger Elementary School
(jes.tccitys.org)

Mission Statement

The mission of E.R. Jerger Elementary School is to help our students develop to their greatest potential and prepare them to be responsible, respectful, reliable, and productive members of society.

Our Beliefs

- All students can become confident, lifelong learners.
- All students should be actively involved in the learning process.
- Teachers, administrators, parents, students, and the community share the responsibility for providing a supportive learning environment.
- Our school should utilize current technology to prepare students for the future.
- Because students are diverse and learn in different ways, instructional practices should incorporate a variety of learning activities and provide opportunities beyond the regular curriculum.
- Students should understand the relationship of what they learn to the world around them.
- Students deserve a safe, orderly, and positive environment in which to learn.
- Our school should provide experiences which promote social and emotional development.
- Our school should increase students' involvement with the fine arts.
- Our school should continue to provide appropriate curriculum and learning experiences and its commitment to improvement.

Jerger's Office Hours – 7:30 – 4:00pm Monday – Friday

Student Instructional Time is from 8:05am – 3:00pm

Students are marked absent if signed out between 8:05am and 11:30am.

Students are marked absent if signed in after 11:30am.

Jerger's instructional day begins promptly at 8:05 a.m. and ends at 3:00 p.m. each day.

Breakfast is **served from 7:30 a.m. – 7:55 a.m.** each day for students in grades K – 5.

Pre K students eat breakfast together as a class after the school day begins.

Students should be picked up by 3:30pm.

The Jerger Afterschool Program is available for Pre-K, Kindergarten and 1st gr. students for a minimal fee. For additional information contact the front office at 229-225-2625.

P.E. Information

For safety reasons, students should wear laced/velcro rubber soled sneakers to participate in P. E.

A written excuse is required if your child cannot participate in PE. Please submit a doctor's excuse if time from P.E. class will exceed three days. Alternative activities will be provided. All students receive a P.E. grade. Not participating, not wearing the proper shoes, not using good sportsmanship, and/or not putting forth good effort during P.E. class time will negatively affect the grade. Students are NOT penalized for participating in band and/or strings.

7:30 – 8:00am Parent Drop-off in the Mornings

There are no adults on duty in the school to monitor any child prior to 7:30 am.

Tardy - 8:05 am or Later

Students arriving after 8:05 am or later should sign in at the front office computer.

An adult must accompany the student(s) during the signing-in process.

Parent/Guardian Pick-up During the School Day

- Park in a designated school parking space. Do NOT block the driveway, or leave your vehicle unattended for any reason. (Do not park at the Garden Center or the Thomasville Family Medicine facility.)
- Report to the office to sign students out of school. Office personnel will call your child(ren) from the classroom upon your arrival. Office personnel are not allowed to sign your child(ren) out.
- Children will not be called to sign out after 2:30. For afterschool appointments please plan to pick your child up before 2:30 or during regular dismissal.
- If a student is signed-out prior to 11:30am, the student is counted ABSENT for the day.
- Frequently signing your child out during afternoon instruction can be disruptive to classroom instruction and impact student achievement.

Walkers

Walkers should arrive between 7:30am and 8:00am. All walkers must have a completed permission form on file before being allowed to leave campus.

Parent Pick-Up in the Afternoon by 3:30pm

There are two pick-up areas – Cafeteria Driveway and the Front Circular Driveway. All students should be picked-up by 3:30. There are no adults on duty after 3:30. At 3:30 p.m., students still on campus will transition to the office area. Students will then be sent to the after school program. Regular charges will apply.

Communication Information

Jerger's telephone number – 229-225-2625

Jerger's telephone is always answered by a Jerger staff member between the hours of **7:30 a.m. and 4:00 p.m.** Please call the school during the working hours to set up conferences or leave messages for the students and/or teachers. Students may use a school phone with faculty/staff permission. Cell phones, including watches and/or other devices that send and receive messages should remain turned-off and inside book bags from the time students arrive on campus until they are off campus. Devices being used at school anytime between the student arrival and student departure time will be taken up by the teacher and given to the principal. Parents will be notified and required to come on campus to retrieve the device(s). If there is an emergency, the student will have permission to use a school phone.

Jerger Elementary School is NOT responsible for any lost or stolen electronic device of any kind.

Protecting instructional time is a priority at Jerger. Please keep in mind that teachers should not send or respond to texts during instructional time. Teachers will respond to electronic messages and/or notes within 24 hours.

Visitors – Lunch and Classroom Visitors

All visitors sign in at the front office.

Lunch Visitor(s): Plan on eating with your child only (friends are not allowed to join). Arrive ten minutes early in the front office area to ensure time allowance for lunch. Students should remain in designated lunch spots outside. Lunch is 30 minutes. Students will return to the classroom at the end of their lunch period. **Please do not take students off campus unless you choose to sign them out for lunch.** Please limit lunch visits as this is an important social time with friends.

Classroom Visitors: These will be limited to special guests for instructional purposes, and should be coordinated through the teacher.

Cafeteria Driveway Drop off /Pick up	Front Circular Driveway Drop off / Pick up
<p><u>All Pre K, K, 1st (excluding Bowdry & McLane) & 2nd graders along with all older siblings</u> are dropped off and picked up at the Cafeteria Driveway.</p> <p>Vans and buses will drive through the cafeteria drive. Children who ride any business van will wait with their class or in the cafeteria and be picked-up from the cafeteria drive.</p>	<p>3rd - 5th graders without younger siblings, will sit in their assigned area until their ride arrives.</p> <p><u>Bowdry and McLane's first grade classes will be dismissed from the circular drive.</u></p>
<p style="text-align: center;">HELP KEEP OUR STUDENTS SAFE</p> <p><u>Please do not use the back cafeteria driveway, any area along Blackshear St., Garden Center, or Thomasville Family Medicine facilities as a drop off or pick-up area.</u> If there is a need to enter the building immediately before or during dismissal, please park in a designated parking space in the main parking area near the front office. <u>Do not block any driveway or leave any vehicle unattended.</u> There are no parent walk-ups during dismissal. Students may be signed out before 2:30 in the front office.</p> <p style="text-align: center;">Please obey the loading, unloading, and turn signs at all driveways.</p>	

2023 – 2024 Jerger Elementary School's PTO

The Jerger PTO is very active and a strong supporter of our school. Jerger's school improvement and progress continues with the assistance of involved parents. There is a mailbox in the school office if you wish to leave a written message for the PTO, or you may email PTO at jergerpto@gmail.com, or phone the school if you wish to volunteer for any of the committees.

We would love to help you get involved!

PTO & School Volunteer Opportunities

<div data-bbox="456 1320 527 1402" data-label="Image"> </div> <p style="text-align: center;"><u>PTO Fundraisers</u></p> <p style="text-align: center;"> Spirit Wear T-Shirts (always available) Jerger Scramble Golf Tournament (March) Jingle Bell Fun Run/Walk (December) Winter Festival (January) </p>	<div data-bbox="1078 1320 1149 1402" data-label="Image"> </div> <p style="text-align: center;"><u>Administrative Fundraisers</u></p> <p style="text-align: center;"> SWI Individual and Class Pictures (Fall) Boosterthon Fun Run (March) Tattoo Sales (sold for THS sports events) </p>
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Volunteer Opportunity	<i>Who do I contact?</i>		Volunteer Opportunity	<i>Who do I contact?</i>
Costume/Props for Pre-K, K and/or 1 st	<i>Any Pre-K, K, or 1st grade teacher</i>		Reading Partners	<i>Classroom Teachers</i>
Tutoring	<i>Assistant Principal</i>		Classroom Helper	<i>Classroom Teachers</i>
Media Center	<i>Media Specialist</i>		Bulletin Boards	<i>Classroom Teachers</i>
Field Day	<i>P.E. Coaches</i>		Landscaping	<i>Principal</i>
Room Parent	<i>PTO email</i>		PTO	<i>PTO email</i>
Fitness Gram	<i>P.E. Coaches</i>		Mentoring	<i>Guidance Counselor</i>
Winter Festival	<i>PTO email</i>		Jerger Golf Scramble	<i>PTO email</i>
Super STEM	<i>Assistant Principal</i>		Stock the Staff Refrigerators	<i>PTO email</i>

Jerger's Community Partners

Jerger's community partners link businesses, civic organizations and the citizens of Thomasville in an on-going commitment in strengthening and enriching educational opportunities.

Thank you, Live Better, CleaverBrooks, Kiwanis, Thomasville Y, Chicken Salad Chick

Awards and Recognitions

There are honors assemblies at the end of each quarter for students in kindergarten through Fifth grade. We try to work within a 30 minute time frame for each assembly.

Quarterly Opportunities

A Terrific Kid/Super Dog assembly is held at the end of each nine weeks. If your child(ren) is being recognized as a Terrific Kid, Super Dog, Math Tech Recipient or Character Ed award, teachers will contact and invite parents to the assembly.

9 weeks awards are provided by: Kiwanis, CleaverBrooks, Thomasville's Y, McDonalds, Whataburger, Taco Bell and Jerger. If your child is going to be recognized during this program, parents/guardians will be contacted via a phone call, email, text, or mail the week prior to the assembly.

Two students from each classroom are recognized as Terrific Kids. These students are chosen by the teacher. This award honors students demonstrating Jerger's 3 R's and good citizenship.

Two students from each classroom are recognized as Super Dogs. This award is decided upon by the teacher. To be eligible for this award, students **MUST** have high academic achievement in all content areas and specials areas (P.E., Art, Music, Strings, and Band).

One student from each MATH classroom is recognized as the CleaverBrooks Math recipient in 1st -5th.

One student from each GRADE LEVEL is awarded and recognized as the Character Kid. This is a Y sponsored award.

Jerger Leaders – One student from each homeroom is recognized every month for demonstrating how to be respectful, responsible, and reliable. These students are recognized during the guidance counselors character building video clips.

Students earning special recognition in community programs are welcome to schedule a time to be a part of the counselors character building video clips.

End of Year Awards and Recognitions

Each grade level pre-k through 5th grades have a dedicated day and time for the End-of-the Year recognition during the last two weeks of the school year.

All parents/guardians are encouraged to attend the End of the Year assembly.

End of Year Completion certificates along with other recognitions are presented during these assemblies.

Student Council

Jerger's Student Council is made up of elected representatives in Grades 3 – 5. The Student Council meets throughout the year to work on various projects. They honor teachers during Teacher Appreciation week with special treats. They have also raised money to buy extra equipment for the school. In past years, they have purchased soccer goals for the playground, picnic tables, and benches for the campus. A committee of teachers works with the council each year on these projects.



Nurse Care

- *Students with fever or feeling ill should NOT come to school, but remain at home until they have been fever-free for 24 hours without medicinal aid.*
- All medications that need to be dispensed by the nurse should be sent in the original container to the clinic and administered by the school nurse. Appropriate paperwork must be completed and on file. Call Jerger and request to speak with the school nurse if there are any questions.
- The student's parent/guardian will be called by the school nurse in the event a child becomes ill during the school day to arrange for pick-up.

Student Information Sheet – Call 229-225-2625 with Updates

All students will receive a student information sheet to be reviewed the first week of school. This sheet must include a current phone number where the parent/legal guardian can be reached at all times. This phone number is a very important piece of documentation in case of an emergency. Call the school office to update all demographic information any time during the school year.

Field Trip Fees

Please submit the exact amount requested when sending in field trip funds. We cannot provide change or refunds. Overages will be applied to the grade level account to help offset the cost for special student events throughout the year.

Classroom Celebrations

Please coordinate with your child's teacher to organize classroom events in advance.

Student Deliveries

Deliveries of flowers, balloons and any other gift items will need to be sent to the student's home address. These types of deliveries cannot be accepted at Jerger. These items, even though sent with good intentions, can create safety hazards and are disruptive in the classroom. Florists in Thomasville are aware of our school policy.

Homework and Study Time

The Thomasville City School System recognizes the educational value of carefully planned homework. There are four general reasons for homework assignments:

- 1) To complete make up work due to absences
- 2) To meet the need for extra study or drill
- 3) To complete work that can be done more effectively at home
- 4) To assist a student in acquiring study habits and working independently

Teachers will communicate in a myriad of ways – communicator folder, homework calendar, website, and/or Remind.com. Please communicate with your child's teacher to know specifically how the homework assignment and expectations will be communicated. Missed homework assignments will be recorded as a zero in Infinite Campus. Missed homework due to illness can be completed within one week of the absence.

Students are expected to complete all homework assignments and to turn them in on time. When students are absent, parents should phone the school and request that all assignments be sent to the office to be picked up. In the event of an extended absence please give the teachers 24 hours to fill this request.

Encourage good study habits at home by providing a suitable time for your child to review the day's activities or complete home assignments. If there is no homework, encourage a fifteen minute reading time.

Emergency Drills Practiced at School

Fire drills, disaster/tornado drills, earthquake drills, and intruder drills are practiced throughout the year.

Type of Drill	What Teachers and Students Listen and/or Watch For...	Teachers and Students
Fire	A continuous sounding of the bell and flashing light	Students exit the building according to the plan posted near each classroom door.
Tornado	Announced over the intercom	Move into the hallways, away from doors and windows. Students sit with their heads covered.
Earthquake	Announced over the intercom	Move under their desks, holding on to the legs of the desk to keep their bodies covered.
Intruder	Announced over the intercom	Turn-off lights, lock doors, close blinds, students stay low and out of sight.
Evacuation	Announced over the intercom	Students exit the building according to the plan posted near each classroom door.

Protocol for Parent/Guardian Concern(s)

The Thomasville Board of Education has a policy for the proper channeling of concerns, questions or problems a student or parent may have involving personnel, instruction, discipline, learning materials or other school matters. Each concern is a personal matter and must be settled on an individual basis. Any concern should come from a parent or guardian about his/her own child.

Step 1. Make an appointment with the teacher. The parent or legal guardian and usually the student should talk with the teacher. Most questions or concerns can be answered at this level. If a solution is not found, proceed to Step 2.

Step 2. Make an appointment with the principal. The principal will decide whether or not the teacher will attend this meeting. If a solution is not found, proceed with Step 3.

Step 3. Make an appointment with the superintendent. Discuss the concern with the superintendent who will decide whether or not the principal will attend this meeting. If a solution is not found, proceed to Step 4.

Step 4. Request that the superintendent place the matter on the Board of Education Agenda. The Board recognizes the right of any member of the community to petition the board for review of a concern as long as the parent has already made every effort to resolve the problem at each step.

Schedule a Teacher Conference

Parents are urged to communicate with their child's teacher(s) on a regular basis concerning academic and behavioral progress in school. When a conference is needed, contact the homeroom teacher. Conferences should be held before or after school or during the teacher's planning period. Teachers will not be able to leave their class unattended to conference with a parent. When leaving a message for teachers, please allow the teacher at least 24 hours to return the phone call.

Jerger's Grading Information

(does not include Pre-K and Kindergarten)

1. 1st – 5th grade traditional report cards will not be sent home. A report card verification letter for parents is sent home with all 1st – 5th grade at the end of each nine weeks. Mid-term progress verification forms for parents are sent home with all 1st – 5th graders 4-5 weeks after the beginning of a nine week period. Stay updated on your child's progress by signing up for Infinite Campus' Parent Portal.
2. Failing to participate or show what the teachers feel is "good effort", will have a negative impact in P.E., music, art, and/or band
3. Teachers need approximately 5 days to enter assignment grades. If after 5 days, a grade has not been recorded, please contact the teacher.

Report Cards are a reflection of the nine weeks grading period.	
<u>Kindergarten</u>	<u>Grades 1st – 5th</u>
M = Meeting Standards P = Progressing E = Emerging ND = Not Demonstrating	A = 90 – 100 B = 80 – 89 C = 70 – 79 F = any grade below 70

Minimum Number of Grades

*Minimum of one grade per week, per subject, in grades 3-5.

*Minimum of one grade per week in Reading, ELA, and Math in grades 1-2 for a minimum of 8 grades. In a nine week period, science and social studies are taught approximately 4 weeks each; therefore, a minimum of 4 grades are permitted in these content areas.

Missing, Late, and Make-up Work and Extra Credit

*Graded assignments (daily work) that are missed due to an absence must be completed during non-instructional time within one week from the date the student returns to school.

*Missed homework assignments due to an absence should be turned in within one week of the student returning to school.

*Missed homework NOT due to an absence will be recorded as a 0 in Infinite Campus. ***A zero has great potential to negatively impact report card grade.***

*Extra Credit is allowed at the teacher's discretion. (Academic Standards Only)

* No missed or make-up work will be accepted the last week of the nine weeks grading period.

*Report Cards are given to all kindergarten students at the end of each nine weeks. The report card should be signed by a parent/guardian and returned to school on the next school day. Pre-K teachers must conference with parents in the fall and spring to share student growth.

*Re-attempt opportunities for graded assignments are afforded ONLY at the teacher's discretion. Teachers also have the discretion as to the grading scale to be used for the re-attempt opportunity.

Attendance Policy:

Excused Absences

It is the policy of the Thomasville City Board to excuse students from school for the following reasons: The parent/guardian should send a written note to the homeroom teacher briefly explaining the reason for the absence(s) and the date.

- Personal illness or attendance in school that endangers a student's health or the health of others. A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- The observance of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave. Again, a signed note or doctor's excuse should be submitted to the homeroom teacher or the front office.
- Any other absence approved in advance when deemed by the Superintendent or his/her designee to have merit based of circumstances.

The principal may in certain circumstances, require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy, but shall be counted as unexcused for all other purposes.

Lost Instructional Resources

Chromebooks, textbooks and library books are very expensive. Students are expected to properly care for all instructional resources. Students/parents/guardians are responsible for paying for lost or damaged instructional resources. Fines for damaged or lost instructional materials are based on the current replacement cost.

Jerger Dress Code - Dress for Success

(Refer to the Thomasville City System's Code of Conduct for further details.)

During the school day, the primary focus of the student should be to learn. Some clothes that are suitable for wear outside of school are not suitable for wear in school. The age and gender of the child and what is considered to be developmentally appropriate will be considered in the enforcement of the dress code. The administration reserves the right to amend or modify the dress code to ensure safety or improve the atmosphere for learning. Remember: When in doubt, don't wear it. No bare midriffs, **tank tops**, halter tops (one shoulder out, tube tops etc.), no low or plunging necklines, spaghetti straps, loose fitting sleeveless tops or short-shorts. Let's keep our attire modest and **undergarments, including sports bras, covered at all times.**

- No sagging pants or shorts, no low waist pants, no low rider pants, no pants/shorts with holes.
- No overly short dresses, skirts, or shorts. .
- Earrings are to be worn only in the ears.
- Clothes depicting disruptive words or pictures of violence, vulgarity, drugs, alcohol, or disrespect for others are not allowed.
- Hats, dew-rags, bandanas, or other head coverings are not allowed.
- Students are expected to wear appropriate footwear for all school activities. (Remember: PE requires tennis shoes.)

Withdrawal from School – Call 229-225-2625

When withdrawing a student from Jerger, it is necessary for the parent to notify Jerger's registrar. Withdrawal forms must be completed, bills paid, lunch charges paid, and all Chromebooks, textbooks and library books returned before a student's record is cleared.

Non-resident students demonstrating concerning behaviors and/or failing grades may be withdrawn from the Thomasville City School System.

School-Wide Behavior Expectations

I can show that I'm a Jerger Leader!	Be Respectful <i>Show consideration and thoughtfulness for others.</i>	Be Responsible <i>Show others that you are accountable for your words and actions.</i>	Be Reliable <i>Show others that you can be trusted to do what is expected.</i>
All Areas of the School I will:	<ul style="list-style-type: none"> -use polite words and actions. -wait for my turn. -clean up after myself. -respond quickly and appropriately to adult directions. -respond immediately to "Give Me Five!" school-wide quiet signal. -use appropriate voice level. -hold the door open for the person behind me. -keep hands, feet, and objects to myself. 	<ul style="list-style-type: none"> -take responsibility for my actions. -take proper care of all personal belongings and school property. -be in the right place, at the right time, with the right materials. -accept consequences without arguing. 	<ul style="list-style-type: none"> -set a good example for others by doing what is right. -use all equipment and materials appropriately. -be honest. -maintain personal boundaries. -ask the adult in charge to help me when I have a problem.
Cafeteria I will:	<ul style="list-style-type: none"> -talk only to the person next to or directly across from me. -sit with feet on floor, bottom on seat, and face my table. -be silent when music is playing. -use appropriate and positive language. 	<ul style="list-style-type: none"> -raise my hand and wait to be assisted. -use appropriate table manners. -get all utensils, milk, etc. when first going through the line. 	<ul style="list-style-type: none"> -keep my eating area clean. -follow directions and routines. -get adult help for accidents and spills.
Playground/Recess I will:	<ul style="list-style-type: none"> -play fairly. -include others in activities. -show good sportsmanship. 	<ul style="list-style-type: none"> -stay within the boundaries. -be aware of activities/games around me. -gather my belongings. -play appropriately. 	<ul style="list-style-type: none"> -remind others to line-up quickly and safely when recess is over.
Bathrooms I will:	<ul style="list-style-type: none"> -give people privacy. -knock on stall door before entering. -keep water in sink. -keep feet on floor. 	<ul style="list-style-type: none"> -flush toilet after use. -wash hands with soap. 	<ul style="list-style-type: none"> -put paper towels in garbage can.
Arrival/Dismissal I will:	<ul style="list-style-type: none"> -sit quietly and listen for my name. -keep the hall or aisle clear. 	<ul style="list-style-type: none"> -use sidewalks and crosswalks. -wait in my designated area. -keep my belongings with me. 	<ul style="list-style-type: none"> -go directly to my destination. -arrive on time. -leave on time.
Assemblies & Special Events I will:	<ul style="list-style-type: none"> -use audience manners. -sit on my bottom. -look at and listen to the person talking. 	<ul style="list-style-type: none"> -remain seated while I wait for dismissal signal. 	<ul style="list-style-type: none"> -ignore inappropriate behavior of others.
Hallways I will:	<ul style="list-style-type: none"> -walk quietly -watch where I am going. -walk on the right side of the hallway with hands by my side or behind my back. 	<ul style="list-style-type: none"> -keep hallways neat and clean. -refrain from touching hall displays. 	<ul style="list-style-type: none"> -go only where I need to go. -maintain my position in line.

School-wide positive discipline procedures are in place at our school. Jerger's "Positive Behavior Intervention Support" team works diligently to ensure Jerger's behavior expectations are persistent and pervasive. Students are recognized for choosing appropriate actions and words. Through our character education curriculum, students learn that it is inappropriate to "put-down" classmates, bully, use inappropriate language, hit, or be disrespectful to peers and adults. The counselor and classroom teacher teach positive character traits which will be expected for all to use during the school day. Making appropriate choices is a great life-long skill to learn. Protecting instructional time is a priority at Jerger. Please keep in mind that teachers should not send or respond to texts during instructional time. It would be appropriate for teachers to respond before and after school.

Behavior Consequences

Progressive discipline processes are designed and implemented to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be taken into account; and that all due process procedures required by federal and state law will be followed. The progressive discipline procedures range from parental contact by teacher and/or school administration to out of school suspension. (Refer to the Code of Conduct for the Thomasville City School System.)

Bus/Transportation Policy

School bus transportation for students is a privilege that may be forfeited for inappropriate behavior. A student is to ride the bus to which he or she is assigned. Students will be allowed off the bus only at school or designated locations. The bus monitor is in charge of the bus and its occupants en route to and from school. Students riding the bus must comply with the requests of the bus monitor and all bus regulations of the Thomasville City School System.

Inappropriate bus behavior will result in a bus referral. Bus consequences are as follows:

Referral No.	Consequence	Referral No.	Consequence
1st Referral	Warning; Parent Contact by school administrator	4th Referral	Parent contact up to, but should not exceed 7-day Bus Suspension
2nd Referral	Parent contact up to, but should not exceed 3-day Bus Suspension	5th Referral	Parent contact up to, but should not exceed 10-day Bus Suspension
3rd Referral	Parent contact up to, but should not exceed 5-day Bus Suspension	6th Referral	Parent contact up to, but should not exceed Indefinite Bus Suspension

Rules and Regulations for Students Transported by Thomasville City Schools

All students riding a public school bus for any reason must comply with the following conduct for students during school hours and at school related functions, in a manner that is appropriate to the age of the student: Students should avoid:

1. Verbal assault of teachers, administrators, and other school personnel;
2. Physical assault or battery of teachers, administrators, and other school personnel;
3. Disrespectful conduct toward teachers, administrators, and other school personnel;
4. Verbal assault of other students;
5. Physical assault or battery of other students;
6. Disrespectful conduct toward other students; and
7. Verbal assault of, physical assault or battery of, and disrespectful conduct toward persons attending school related functions.
8. Refer to the Code of Conduct of the Thomasville City School S



Administrative Offices' Address
404 North Broad Street, Floor 3, Thomasville, Georgia



Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

•**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•**Receive notice and an opportunity to opt a student out of**–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•**Inspect**, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law .*Parents who believe their rights have been violated may file a complaint with:*

Thomasville City Schools

Attn: Tina McBride, Student Services Supervisor
404 N. Broad St., FL-3
Thomasville, GA 31792

229-225-2600, mcbridet@tcitys.org

Family Policy Compliance Office
U.S. Department of Education
400 Maryland
Avenue, SW
Washington, D.C.
20202-5920

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Thomasville City Schools**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Thomasville City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised Thomasville City Schools to the contrary in accordance with Thomasville City Schools procedures. The primary purpose of directory information is to allow the Thomasville City Schools to include 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;
- 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, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Thomasville City Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Thomasville City Schools in writing by **September 1st** of each school year or within 30 days of enrollment if your child is enrolled after September 1st. Thomasville City Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major student interests and training
- Dates of attendance
- Highest Grade level achieved
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent and previous educational agency or institution attended

2023-2024 Thomasville City Schools Student Code of Conduct

The Thomasville City Schools Board of Education supports all students' rights to learn. To do so, each student must be in a school climate that is satisfying and productive without disruptive behavior by any student infringing upon the rights of others.

Therefore, it is the policy of the Board of Education that each school within this system shall implement the district's age-appropriate student code of conduct, which is designed to improve the student learning environment by improving student behavior and discipline. Schools may address discipline identified within student handbooks or similar publications, but these publications should comply with and be consistent with the district's student code of conduct.

The student code of conduct will comply with state law and state board of education rules and will include the following:

1. Standards for student behavior are designed to create the expectation that all students will behave themselves in a manner that facilitates a learning environment for themselves and other students. The standards are designed to encourage students to respect each other, school system employees and any other persons attending school functions. The standards are also designed to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school system.
2. Student support processes are designed with appropriate consideration given to the severity of a behavioral problem. Support services are available at each school, school system, and other public entities, including community organizations that address behavioral problems students are experiencing.
3. Progressive discipline processes are designed to create the expectation that the degree of discipline imposed will be in proportion to the severity of the behavior leading to the discipline and will consider the discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law.
4. Parental involvement processes designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

The student code of conduct should be distributed to each student at the beginning of the school year and upon enrollment of each new student. The parents/guardians will be requested to sign an acknowledgement confirming receipt of the code of conduct and promptly return the acknowledgment to the school. The student code of conduct will be available in the school office.

This code was developed in conjunction with Georgia school laws pertaining to student discipline in elementary and secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. 20-2-730 – O.C.G.A. 20-2-769). Such a code is mandated in O.C.G.A. 20-2-735. The behavior code is reviewed on an annual basis.

It is the purpose of the Thomasville City School System for each school to operate 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, all schools require students to always adhere to the student code of conduct to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, and to obey the established student behavior rules.

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

The Code of Conduct is effective both during and outside normal school hours, meaning:

- a) At school or on school property at any time;
- b) Off school grounds at any school activity, functions or events and while traveling to and from such events;
- c) In route to or from school or school-related activities;
- d) School bus stops;
- e) In vehicles provided for student transportation by the school system; and
- f) Off school system property if: (a) the student's off-campus conduct results in the student being charged with a criminal offense (or delinquent act) that would be a felony if committed by an adult and the off-campus conduct either makes the student's continued presence at school a potential danger to the educational environment or disrupts the school environment; or (b) the student's off-campus expressive behavior (including, but not limited to, written communication, internet postings, communication through social media, cyber bullying [threats or harassment], or texting) could reasonably be expected to come to the attention of school officials and create a substantial risk to the safety of students, staff or others and/or a risk of substantial disruption to the school, program or school environment.

Any student charged with or convicted of the commission of any felonious crime may be denied the right to attend classes by the Superintendent when the Superintendent determines that the continued presence of the student in school will have a substantially disruptive effect on the school environment. Such denial may be continued until the Superintendent determines that the presence of the student will no longer have

a disruptive effect. Any student who is denied the right to attend school may appeal the Superintendent's determination to the Board of Education. The appeal must be submitted within 3 days after notice of denial is received.

READMISSION AND APPEALS

Any student denied the right to attend school by the Superintendent, may at any time during the term or expulsion submit a petition stating the grounds supporting the petition based on new evidence.

The Board may, in its discretion, allow the student presenting the petition to appear before the Board in person.

The Board shall act on the petition within three weeks after receiving the petition. The student shall be notified of the Board action by letter from the Superintendent.

Before any student who has been denied the right to attend school is eligible to re-enter school, the student and the parents must attend a conference at the office of the school principal.

Any action of the Board may be appealed to the State Board of Education. Implementation of the Board's action, however, need not be postponed pending the outcome of the appeal. Such appeal shall be in accordance with Georgia Code Section 20-2-1160 and regulations of the State Board of Education governing such appeals.

Teacher Reporting Information

A teacher has the authority, consistent with Board policy and applicable law, to manage his/her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom.

Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of such student's classmates to learn should file a report of such behavior with the principal or designee. The principal and teacher should thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

Student behavior which violates state or federal laws as specified in O.C.G.A 20-2-1184 will result in a report being filed with police and district attorney.

The Superintendent and/or designee shall develop procedures and guidelines as necessary for implementation of this policy and law.

Searches

School officials are authorized to conduct reasonable searches of students, staff, and visitors pursuant to applicable law. When reasonable suspicion exists, school officials may search students whom they believe have either violated a particular law or rules of the school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspection of vehicles on school property.

Students should not expect their vehicles or vehicle contents to remain private if excising the privilege of parking on campus.

Student lockers, desks, and all school and classroom storage areas are school property and always remain under the control of the school. These areas are not private. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent.

School computers and school technology resources are not private and are open to school review at any time.

If a search yields illegal or unauthorized materials, such materials should be turned over in person to the School Resource Officer or proper legal authorities for ultimate disposition.

Disciplinary Consequences

Once it has been determined that a rule(s) was violated, the principal or designee will afford the student oral or written notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story. The administrator will follow a progressive discipline process, when possible. The degree of discipline to be imposed by each school administrator will be in proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the age of the student, and other relevant factors. Disciplinary consequences may include restorative practices, in-school suspension (ISS), short-term suspension, long-term suspension, expulsion, and/or referral for a disciplinary hearing. Disciplinary hearings may result in assignment to an alternative education program, long-term suspension, expulsion, or permanent expulsion from all Thomasville City Schools. In addition to discipline, behaviors may also be reported to law enforcement at the District's discretion and as required by law, including O.C.G.A. § 20-2-1184 and 19-7-5.

Suspension/Expulsion

If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. The student's parent/guardian should be notified of in-school suspension and out-of-school suspension (OSS) as soon as possible. This notification should be confirmed in writing no later than two school days after the suspension begins. This notification should contain the charges, a description of the alleged acts, and the number of days and dates of the suspension. The written notification should be delivered to the student's parent/guardian either in person or by first class mail to the last known address of the parent/guardian. If notification is delivered in person, a written confirmation of delivery should be obtained.

Students under Out of School (OSS) suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any Thomasville City School property until the student is physically readmitted to the classroom.

If less than the number of suspended days remain in the complete grading period or regular school year, the suspension/expulsion will continue into the next regular school year or complete grading period.

Chronic Disciplinary Problem Student

A "chronic disciplinary problem student" is defined by law as 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. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call. The principal should request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student is permitted to return from suspension or expulsion, the school to which the student is to be readmitted should request by telephone call or by either certified mail with return receipt requested or first-class mail that at least one parent/guardian schedule and attend a conference with the principal, or principal's designee, to devise a disciplinary and behavioral correction plan. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal will note the conference in the student's permanent file. Failure of the parent/guardian to attend shall not preclude the student from being readmitted to the school.

The following code provisions apply to student behavior **AT ANY TIME** while on school property, engaging in or attending a school-sponsored event, while using school technology resources or, in some cases, off-campus. The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact the system office of student disci

PART 1: DISCIPLINARY RULES

The following code provisions apply to student behavior ***AT ANY TIME*** while on school property, engaging in or attending a school-sponsored event, while using school technology resources or, in some cases, off-campus. The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact the system office of student discipline.

The following behaviors are a violation of this Code of Conduct:

Rule	Description
00	Continuation
01	Alcohol
02	Arson
03	Battery

04	Breaking & Entering - Burglary
05	Computer Trespass
06	Disorderly Conduct
07	Drugs, Except Alcohol and Tobacco
08	Fighting
09	Homicide
10	Kidnapping
11	Larceny/Theft
12	Motor Vehicle Theft
13	Robbery
14	Sexual Battery
15	Sexual Harassment
16	Sex Offenses
17	Threat/Intimidation

18	Tobacco
19	Trespassing
20	Vandalism
22	Weapons - Knife
23	Weapons - Other
24	Other Incident for a State-Reported Discipline Action
25	Weapons – Handgun
26	Weapons – Rifle/Shotgun
27	Serious Bodily Injury
28	Other Firearms
29	Bullying
30	Other- Attendance Related
31	Other- Dress Code Violation

32	Academic Dishonesty
33	Other – Student Incivility
34	Other – Possession of Unapproved Items
35	Gang-Related
36	Repeated Offenses
40	Other Non-Disciplinary Incident
42	Electronic Smoking Device
44	Violence Against a Teacher

Rule 00. Continuation

An event with multiple incidents for a single action has occurred.

Rule 01. Alcohol

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes possession, sale, use, transmission, manufacture, purchase, or being under the influence of any alcoholic beverage, or possessing related paraphernalia during a school activity, function, or event on or off school grounds or while under school supervision. Students under the influence or consumption of alcohol may be included if it results in disciplinary action.

Contact SRO and Student Services

- **Level 1**
 - Unintentional possession of alcohol

- **Level 2**
 - Under the influence of alcohol without possession
- **Level 3**
 - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol.

Rule 02. Arson

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. This includes property belonging to, rented by, or on loan to the school system and property belonging to school employees or to other students. (Note: Possession of fireworks or incendiary devices must be reported as “Possession of Unapproved Items”. Use of such items should be reported as Arson.)

Contact SRO and Student Services

- **Level 2**
 - Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks. Includes but is not limited to trashcan fires without damage to school property.
- **Level 3**
 - Intentional damage as a result of arson-related activity or the use of an incendiary device. Includes but not limited to setting fires to school property

Rule 03. Battery

Actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)

Contact SRO and Student Services

- **Level 1**
 - Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries

- Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations
- **Level 2**
 - Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries
 - Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations that result in mild or moderate injuries
 - Participate in consensual physical hazing/initiation or bodily modifications (e.g. tattooing, branding, and piercing).
- **Level 3**
 - Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school employee (coded as assault if reasonable apprehension of immediately receiving a violent injury is present, but no contact made), unless such physical contact was in self-defense as provided by *O.C.G.A. § 16-3-21*.
 - Includes, but is not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries;
 - Includes any physical attack on school employee;
 - *Physical attack on teachers should be reported as Violence Against a Teacher (44);*
 - Includes incidents serious enough to warrant calling the School Resource Officer (SRO) or Police.

Rule 04. Breaking & Entering – Burglary

Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering – Burglary is that Trespassing does not include forceful entry into the school building.)

Contact SRO and Student Services

- **Level 3**
 - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).
 - Parent Contact
 - Out of School Suspension (OSS)
 - Recommendation for Tribunal Hearing
 - Contact School Resource Officer

Rule 05. Computer Trespass

Use of school computers for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstruction, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

The District, or any school, is NOT responsible for personal electronic devices on school property or at District/school sponsored events. The District/school administrator or designee may confiscate electronic devices.

- **Level 2**
 - Violate the District's Internet User Agreement or Acceptable Use Policy in any way.
 - Copy computer programs, software or other technology provided by the District for personal use; download unauthorized files; or use school technology resources for personal gain or private business enterprises.
 - Gain or attempt to gain unauthorized access to the District's computer data, network, system, Internet connections, e-mail accounts, or intranet or to any third party's computer system, data, or network, such as:
 - Malicious tampering, phishing, or hacking activities;
 - Intentionally seeking information about passwords belonging to other users;
 - Disclosing a user's password to the District's computer network, System, Internet connections, E-mail accounts, Software, or Intranet to other individuals. *Students, however, may share their passwords with their parents.*
 - Modifying passwords belonging to others;
 - Attempting to log in through another person's account;

- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user;
- Engaging in uses that jeopardize access into others' accounts or other computer networks or systems.
- Is profane, vulgar, lewd, obscene, offensive, indecent
- Advocates violence
- Use of recording devices to record misbehaviors or to violate the privacy of others.

Level 3

- Use or participate in using personal or school technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following: (See (17) for bullying using technology) (In any event, SRO must be notified):
 - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
 - Advocates illegal or dangerous acts;
 - Causes disruption to Thomasville City Schools, its employees or students;
 - Advocates violence;
 - Contains knowingly false, recklessly false, or defamatory information;
 - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.
- Refusing to comply with reasonable directions/commands of school staff regarding responsible use of technology, and/or use of visual recording devices without permission of a school administrator.
- Use of recording devices to record misbehaviors or to violate the privacy of others.

- Attempt, threaten, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds (SRO must be notified of such incidents).
- Purposely look for security problems, attempt to disrupt school technology resources, or engage in any activity that monopolizes or compromises school technology resources.

Rule 06. Disorderly Conduct

Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others.

- **Level 1**
 - Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.
 - Engage in horseplay or rough or boisterous activities. School administrators will use discretion in determining acts of horseplay/rough or boisterous activities as opposed to other prohibited activities, such as intentional physical contact.
 - Engage in amorous kissing or similar public or other displays of affection.
- **Level 2**
 - Occupy or block any school building, part of school grounds, entrance, exit, or normal pedestrian/vehicular traffic on school grounds or adjacent grounds so as to deprive others of access.
 - Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, false statements, or any other conduct that causes, may cause, or attempts to cause the disruption of any mission or function of the school or poses a threat to the health, safety and/or welfare of students, staff or others.
- **Level 3**
 - Pull a fire alarm without authorization or without the belief that a true emergency exists.
 - Threaten to plant a bomb or falsely inform others that a bomb or other explosive has been planted on school property or at a school-sponsored event (SRO must be notified of such incidents).

Rule 07. Drugs, Except Alcohol and Tobacco

*Unlawful use cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student. Also includes intentionally smelling or inhaling fumes from any substances (for example: glue, solvents) for the purpose of becoming intoxicated. **Offenses are cumulative at the Elementary, Middle, and High School levels***

Contact SRO and Student Services

- **Level 1**

- Unintentional possession of prescribed or over-the-counter medication. Does not include the possession of narcotics or any illegal drugs.

Parent/Administrative Conference

- **Level 2**

- Any medication prescribed to a student or purchased over the counter and not brought to the office upon arrival to school.

- **Level 3** – Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics.

- A student shall not:

Possess, consume (eaten, digested, injected, inhaled, etc.), receive, purchase, transmit, store, or be under any degree of influence of illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, synthetic cannabinoid drugs, cannabis, inhalant, synthetic cathinone drugs (e.g. bath salts) or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. ***Legal intoxication is not required for violation of this rule.*** First-time offenders may be required to attend a drug intervention program in addition to any other disciplinary action deemed appropriate.

- Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell, or otherwise distribute any drug-related paraphernalia, which may include vaporizers (For electronic cigarettes, see Tobacco Use/Cigarette Products).

- Falsely present or identify a substance to be an illegal drug or use/consume/buy/sell/distribute/possess/transmit compounds or substances meant to mimic the effects of drugs.

- Buy, sell or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, synthetic cannabinoid drugs, cannabis (including but without limitation to marijuana, hemp, THC, etc.), inhalant, synthetic cathinone drugs or any other substance listed under the Georgia Controlled Substances Act. **There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.**

- Sniff or be under the influence of inhalants and/or other substances.

- **Over-The-Counter Medication**

- *Possession of all over-the-counter medication on school property must be pursuant to Operating Guideline JGCD – Medication. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, stimulants (e.g., diet pills, caffeine pills, etc.), nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. For electronic cigarettes, see Rule Tobacco Use/Cigarette Products.*

- **Prescription Medication**

- *Possess prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with written parent authorization and adherence to Operating Guideline JGCD – Medication. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the appropriate portions of the above.*

Rule 08. Fighting

*Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. (Note: **The key difference between fighting and battery is that fighting involves mutual participation.**)*

- **Level 1**

- A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries.

- **Level 2**

- A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries.

- **Level 3**

- A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries.
- Students that violate the school policy on fighting **three (3) or more** times during the same school year.

Rule 09. Homicide

Killing of one human being by another.

Contact SRO and Student Services

- **Level 3**
 - Includes but not limited to shooting, stabbing, choking, bludgeoning, etc.
 - 10 days OSS and hearing referral

❖ Off-Campus Misconduct

□ *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

□

Rule 10. Kidnapping

The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

Contact SRO and Student Services

- **Level 3**
 - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

❖ Off-Campus Misconduct

□ *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 11. Larceny/Theft

The unlawful taking, carrying, leading or riding away of property of another person without threat, violence, or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)

Contact Director of Student Services and SRO

- **Level 1** – The unlawful taking of property belonging to another person or entity that does not belong to the student with a **value up to \$100**.
 - but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
- **Level 2** - The unlawful taking of property belonging to another person or entity that does not belong to the student with a **value between \$100 and \$250**.
 - Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
- **Level 3**
 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a **value exceeding \$250**.
 - Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
 - May be used for students that violate the school policy on larceny/theft **three (3) or more times** during the same school year.

❖ **Off-Campus Misconduct**

□ *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 12. Motor Vehicle Theft

Theft or attempted theft of any motor vehicle.

Contact SRO and Student Services

- **Level 3**
 - Code includes theft of car, truck, motorcycle, ATVs, golf carts, or anything that is self-propelled.
 - 10 days OSS and hearing referral

❖ Off-Campus Misconduct

□ *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 13. Robbery

The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)

Contact SRO and Student Services

- **Level 2**
 - Robbery without the use of a weapon
 - Taking something by force or threat of force
- **Level 3**
 - Robbery with the use of a weapon
 - Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
 - 10 days OSS and hearing referral

❖ Off-Campus Misconduct

□ *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 14. Sexual Battery

Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.

Contact SRO and Student Services

- **Level 3**

- Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy

- 10 days OSS and hearing referral

❖ Sexual Molestation:

□ *Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, such as having another perform sex acts (for instance, oral sex).*

□ *No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.*

- *The SRO must be notified of such incidents. The Chief of Police, or designee, will notify the district attorney. (See O.C.G.A. § 20-2-1184)*
- *Notify the Director of Student Services and Superintendent.*

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

❖ Off-Campus Misconduct

□ *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a*

potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)

Rule 15. Sexual Harassment

❖ *A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal or written harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching or gestures; visual harassment such as the display of, or encouraging/participating in the display of, sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats.*

□ *The local school police officer must be notified of such incidents where the behavior involves a sexual offense (as defined in Chapter 6 of Title 16 of Georgia law) including, but not limited to, sexual battery, rape, and molestation. Any alleged victim of such offense may request to have his/her schedule changed, subject to the principal's approval.*

□ *Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner. (See also Policy JAA, Equal Educational Opportunities for Students, for more information regarding harassment.) At the conclusion of the investigation, any written report required by Policy JAA will be forwarded to the Superintendent or his/her designee.*

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

▪ Level 1

- Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals.

- Includes but not limited to insensitive or sexually suggestive comments or jokes.

▪ Level 2

- Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals.

- Includes but not limited to insensitive or sexually suggestive comments or jokes; leering.

- **Level 3**

- Physical or non-physical sexual advances; requests for sexual favors;
- May be used for students that violate the school policy on sexual harassment **three (3) or more times** during the same school year.

Rule 16. Sex Offenses

Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

❖ *The Georgia General Assembly requires the District to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult. Any behavior, which is a violation of Chapter 6 of Title 16 of Georgia law, or violations below, must be immediately reported to the SRO, the Superintendent and the Director of Student Services. The Chief of Police, or designee will then notify the District Attorney.*

□ *Any alleged victim of a sexual offense may request to have his/her schedule changed, subject to the principal's approval. Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex.*

□ *See also Policy JAA, Equal Educational Opportunities for Students, for more information regarding harassment. At the conclusion of the investigation, any written report required by Policy JAA will be forwarded to the Superintendent or designee.*

□ *As used in this Rule, "intimate body parts," as defined in Georgia law, O.C.G.A. § 16-6-22.1 include "the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female."*

- **Level 1**

- Inappropriate sexually-based physical contact
 - Including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in other Levels.

- **Level 2**

- Inappropriate sexually-based behavior

- Including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.
- Expose one's intimate body parts or "moon" in public
- **Level 3**
 - Engaging in sexual activities on school grounds or during school activities.
 - Oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts.

Rule 17. Threat/Intimidation

Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

- Level 2
 - Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical harm.
- Level 3
 - School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; ***Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.***

Rule 18. Tobacco

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.

- ❖ *Possess, distribute, or use, cigarettes or related tobacco products of any kind, including cigarette wrapping paper or containers for such products. First offenders may be referred to attend a tobacco use program, in addition to any other disciplinary action deemed appropriate.*

- **Level 1**
 - Unintentional possession of tobacco products on school property

- **Level 2**
 - Use of or knowledgeable possession of tobacco products
 - Intentional use or possession of tobacco products on school property

- **Level 3**
 - Distribution and/or selling of tobacco products on school property
 - May be used for students that violate the school policy ***three (3) or more times*** during the same school year

Rule 19. Trespassing

Entering or remaining on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

- **Level 2**
 - Entering or remaining on school campus or school property without authorization or invitation

- **Level 3**
 - Refusing to leave school campus or school property after a request from school personnel
 - Being on school campus or school property, including attending home athletic events and extracurricular activities while currently on Out-of-School Suspension (OSS)
 - May be used for students that violate the school policy on trespassing ***three (3) or more times*** during the same school year

Rule 20. Vandalism

The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

- **Level 2**

- Attempting to or causing minor destruction, damage or defacement of school property or private property without permission

- **Level 3**

- Causing willful/malicious destruction, damage or defacement of school property or private property without permission
- May be used for students that violate the school policy on vandalism ***three (3) or more times*** during the same school year

Rule 22. Weapons – Knives

The possession, use, or intention to use any type of knife.

Contact SRO and Student Services

- **Level 1**

- Unintentional possession of a knife or knife-like item on school property without the intent to harm or intimidate

- **Level 2**

- Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate

- **Level 3**

- Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate

Rule 23. Weapons – Other

The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms). This will include any object used in a threatening manner (pencils, tools, and etc.)

Contact SRO and Student Services

- **Level 2**

- Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm.

- Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

- **Level 3**

- Intentional possession and/or use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm.

- Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.



Prohibition

□ *A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a firearm, a dangerous weapon or dangerous instrument/hazardous object/authorized item, either concealed or open to view, on school property. All items prohibited under this rule should be confiscated and given to the local school resource officer or other law enforcement agencies as appropriate. The Superintendent or his/her designated school official, in conjunction with law enforcement, should determine the disposition of items prohibited under this rule. The possession of any dangerous weapon, hazardous object, or firearm in violation of O.C.G.A. § 16-5-21; 16-5-24; 16-11-127; 16-11-127.1; or 16-11-132 will trigger the reporting requirements of O.C.G.A. § 20-2-1184. The incidents will be reported to the School Resource Officer, the Superintendent, and the Director of Student Services.*

□ *There is no exception for students who have a valid legal license to carry a weapon.*

Rule 24. Other Incident for State-Reported Discipline Action

Any other discipline incident for which a student is administered corporal punishment, in-school suspension, out of school suspension, administrative action, detention, suspended from riding the bus, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738).

- **Level 1**

- Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (*Pursuant to O.C.G.A. 20-2-738*)

- **Level 2**

- Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types.
 - Includes but is not limited to parking violations, etc.

❖ **Off-Campus Misconduct**

□ *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 25. Weapons - Handguns

Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. (NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet guns) [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Contact SRO and Student Services

- **Level 3**

- Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm.
 - Pistols or revolvers

- 10 days of OSS and hearing referral

Rule 26. Weapons – Rifle/Shotgun

The term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141].

Contact SRO and Student Services

- **Level 3**
 - Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm.
 - Rifle or shotgun
 - 10 days OSS and hearing referral

Rule 27. Serious Bodily Injury

The term “serious bodily injury” means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Contact SRO and Student Services

- **Level 3**
 - Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.
 - Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.
 - 10 days OSS and hearing referral

Rule 28. Other Firearms

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141]

Contact SRO and Student Services

- **Level 3**

- Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives

- Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

- 10 days OSS and hearing referral

Rule 29. Bullying

Behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visible bodily harm.

- **Level 1**

- First Offense of bullying as defined in *Georgia Code Section 20-2-751.4*
 - Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.

- **Level 2**

- Second incident of bullying as defined in *Georgia Code Section 20-2-751.4*
 - Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

- **Level 3**

- Repeated acts, as defined in *Georgia Code Section 20-2-751.4*, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
 - Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

❖ *Parents/guardians/persons that have control of charge of students who are victims of bullying or have been found to commit bullying will be notified via telephone/personal conference or letter/referral. Staff members are expected to report instances of these behaviors to the school principal or designated administrator immediately so that administrators may investigate them in a timely manner. Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose.*

❖ *No school employee will retaliate against any person who reports bullying behaviors. Students who retaliate against others for reports of bullying behavior are subject to discipline, which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.*

❖ *Upon a finding by a Disciplinary Hearing Officer that a student in grades six (6) through twelve (12) has committed the offense of bullying for the **third time in a school year**, such student shall be assigned to an alternative education program. If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.*

❖ *Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the principal's approval. See also Policy JBCD, Transfers and Withdrawals, for more information about transfer options for victims of violent offenses. See Policy JAA, Equal Educational Opportunities for Students, for more information regarding harassment. Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner. At the conclusion of the investigation, any written report required by Policy JAA, Equal Education Opportunities for Students, will be forwarded to the Director of Student Services as the Compliance Coordinator's designee.*

❖ *Bullying applies to acts which occur on school property or through school technology resources, and also applies to acts which occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:*

□ *Is directed specifically at students or school personnel,*

□ *Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, AND*

□ *Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.*

❖ *Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. (See (05)).*

❖ *It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying or “cyberbullying” in the community may contact their local police department for action, as the school may have no jurisdiction to discipline (OSS, ISS, etc.) for events in the community.*

Rule 30. Other - Attendance Related

Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

- **Level 1**

- "Skipping" or missing any class or activity or any portion of a class or activity, or being tardy for a class or activity for which he or she is enrolled without a valid excuse;
- Leave school grounds during the course of the regularly scheduled school day without the permission of a parent and school principal or designee. Students must follow the established procedures for checking in or out of school.
- Failure to attend detention, Saturday school or ISS

❖ It should be noted that *O.C.G.A. § 20-2-690.1* states that any parent, guardian, or other person residing in this state who has control or charge of a child or children that accrues five (5) unexcused absences during one school year will be deemed to have violated Code section 20-2-690.1 and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties.

Rule 31. Other – Dress Code Violation

Violation of school dress code that includes standards for appropriate school attire.

❖ *Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.*

❖ *Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.*

- Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.
 - Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building
- Invasive or suggestive clothing, jewelry book bags or other articles of personal appearance.
 - Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comment
- Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.

Rule 32. Academic Dishonesty

Receiving or providing unauthorized assistance on classroom projects, assignments or exams

❖ **Honor Code Violation**

□ *The expectation is that each student will be honest and submit his/her own work. Cheating, plagiarism and other Honor Code violations are strictly prohibited. Examples of violations of this rule include, but are not limited to:*

- *Copying or "borrowing" from another source and submitting it as one's own work*

- *Seeking or accepting unauthorized assistance on tests, projects or other assignments*
 - *Fabricating data or resources*
 - *Providing or receiving test questions in advance without permission*
 - *Working collaboratively with other students when individual work is expected*
- **Level 1**
 - Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments
 - May include but is not limited to failure to cite sources
- **Level 2**
 - Intentional plagiarism or cheating on a minor classroom assignment or project
 - Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.
- **Level 3**
 - Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)
 - Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work;
 - Includes the falsification of school records; forgery;
 - Level 3 may be used for students that violate the school policy on academic dishonesty ***three (3) or more times*** during the same school year.

Rule 33. Student Incivility

Insubordination or disrespect to staff members or other students; includes, but is not limited to, refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

- **Level 1**

- Failure to comply with instructions or the inadvertent use of inappropriate language.
 - May include but is not limited to general disrespect for school staff or students;
 - Profanity;
 - Failure to follow instructions

- **Level 2**

- Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth.
 - Profanity or obscene language directed towards school staff;
 - Issuing false reports on other students;
 - Insubordination

- **Level 3**

- Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.
 - Issuing false reports on school staff;
 - Level 3 may be used for students that violate the school policy on student incivility *three (3) or more times* during the same school year.

Rule 34. Other – Possession of Unapproved Items

The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.

- **Level 1**

- The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous.
 - Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc.; includes possession of pepper spray

- **Level 2**

- The use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous
 - Includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc.; includes the use of pepper spray without injury

- **Level 3**

- The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. *CBD products of any form (gummies, tablets, capsules, vapes, etc.) are probited on school grounds.* The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.
 - Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury

Rule 35. Gang-Related

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)

❖ Definition

□ A “gang” is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in “criminal gang activity” as described in O.C.G.A. 16-15-3(1)(A)-(J) (including but not limited to the commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property).

- Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang
 - Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation;
 - Gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation;
 - Committing any other illegal act or other violation of school policies in connection with gang-related activity.
- The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.
 - Soliciting students for gang membership;
 - Tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;
 - Requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity;
 - Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.

10 days OSS; SRO Referral; Tribunal Hearing; Contact Student Services

Rule 36. Repeated Offenses

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

Rule 40. Other Non-Disciplinary Incident

This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident Code is "Other Non-Disciplinary Incident."

Rule 42. Electronic Smoking Device

Any device used to deliver nicotine, or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.

- **Level 1**
 - Unintentional possession of an electronic smoking device
- **Level 2**
 - Use or knowledgeable possession of an electronic smoking device
- **Level 3**
 - Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year.

Rule 44. Violence Against a Teacher

Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – Level 3.

Contact SRO and Student Services

- Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. (Violence against other school personnel should be reported as Battery (03) – Level 3.

- 10 days OSS and hearing referral

NOTE: These disciplinary measures are not inclusive and as such, a student committing an act of misconduct listed or not listed will nevertheless be subject to the discretionary authority of the administrator.



Thomasville City School Nutrition

School Nutrition Contact Information

Thomasville City School Nutrition office is located within the Thomasville City Schools District Office at 404 North Broad Street on the 3rd Floor.

- 🔍 **Director of School Nutrition-** Mrs. Talzonda Randall, 229-225-2666 ext.1007 or randallt@tcitys.org
- 🔍 **School Nutrition Bookkeeper-** Mrs. Denise Wagner: 229-225-2666 ext.1005 or wagnerd@tcitys.org

Cafeteria Menu

- Cafeteria Menus are published on a monthly basis.
- Menus can be accessed online via the Meal Viewer website at <https://schools.mealviewer.com/school/JergerElementary>.
- Meal Viewer also has an app that is available to download on smartphones and tablets to view the school menu on your mobile device.
- Nutritional Information and Allergens are included in the electronic menu accessed via Meal Viewer.



MealViewer To Go App, Heartland Payment Systems, Education

Food Allergies

- Thomasville City School Nutrition is committed to providing safe meals to all students.
- Allergen information for items served in the Thomasville City Schools is available via the MealViewer website/app, located on digital displays in the cafeteria, or by request from the Director of School Nutrition.
- If your student has a food allergy, please download and complete the Food Allergy Notification form, which is available on our District School Nutrition webpage,

<https://www.tcitys.org/browse/68624>. Once the allergy form has been completed, please send it back to Jerger Elementary in an envelope labeled “Cafeteria” or mail to TCITYS attention: School Nutrition, 404 N. Broad Street, 3rd Floor, Thomasville, GA 31792.

Student School Nutrition Account

- You have the option of sending money for your student’s school nutrition account with your student to school.
- School Nutrition accepts checks or cash at the school for student and employee accounts. Checks should be made out to “Jerger.”
- Checks or cash should be placed in a labeled envelope. On the outside of the envelope include your child’s name, 5 digit lunch number (if available), grade / teacher, and “Cafeteria Payment.”
- Online payments are also available via MySchoolBucks.



My School Bucks

- Thomasville City School Nutrition uses MySchoolBucks to process online payments for student school nutrition accounts.
- My School Bucks website is <https://www.myschoolbucks.com/>
- **MySchoolBucks provides:**
 - **Convenience** - Available **24/7 on the web** or through our **mobile app** for your smartphone
 - **Efficiency** - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
 - **Control** - Set low balance alerts, view account activity, recurring/automatic payments & more!
 - **Flexibility** - Make payments using credit/debit cards and electronic checks.
 - **Security** – MySchoolBucks adheres to the highest security standards.
 - **Enrollment is easy!**
 1. Go to www.MySchoolBucks.com or download the mobile app and register for a free account.
 2. Add your students using their school name and student ID.
 3. Make a payment to your students’ accounts with your credit/debit card or electronic check. **A program fee will apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.*
- If you have any questions, contact MySchoolBucks directly: support@myschoolbucks.com or (855) 832-5226

School Nutrition Meal Prices

Breakfast		Lunch	
Student Full Price		Student Full Price	
Student Breakfast	\$1.00	Student Lunch	\$2.00
Student Reduced Price		Student Reduced Price	
Student Breakfast	\$0.30	Student Lunch	\$0.40
Visitor / Staff Breakfast	\$2.50	Visitor / Staff Lunch	\$4.50

*prices are subject to change without prior notice

Non-Reimbursable Meal Policy

- Thomasville City School Nutrition operates under the National School Breakfast Program and National School Lunch Program.
- Our schools menus offer several choices of food items at both breakfast and lunch.
- Students do not have to take all of the items offered, however they must select a minimum number of food items to make a complete meal (also known as a reimbursable meal) or they may elect to pay for select items.
- To make a reimbursable meal at breakfast, students must select three items and one item must be at least ½ cup fruit or vegetable.
- To make a reimbursable meal at lunch, students must select at least 3 different food groups, and one food group must be at least ½ cup of fruit or vegetable.
- Cashiers at the point of sale monitor student trays to make sure they are “reimbursable.”
- Students who do not pick up the required components to make a reimbursable meal, will be directed by the cashier to go back and pick up a missing component.
- Students who choose to not pick up a missing component, will be charged a la carte pricing for the items they have on their tray.

A la Carte Item Pricing

Milk- \$ 0.50 Entrée- \$ 1.50

Side- \$ 0.75 Juice- \$ 0.50

School Nutrition Charge Policy

Student Charging:

- Students cannot charge (account in the negative balance) for any a-la-carte items. Students can purchase a la carte items, only if they have money in their school nutrition account.

Adult Charging:

- Adult breakfast meals are \$2.50
- Adult lunch meals are \$4.50
- All adults, with the exception of those that work directly with School Nutrition, are expected to pay full price for any meal from the school cafeteria.
- Thomasville City School System Employees, may charge one meal with a two-day grace period when their cafeteria account falls into a negative balance.
- Adults who do not work directly for the Thomasville City Schools, but who choose to eat at school, are expected to pay for their meal at the time of service via cash or check.

Cafeteria Notes and Expectations

- Jerger welcomes visitors (parents and guests) to join their student/s for lunch.
- Any lunch guests must enter Jerger through the main entrance and sign-in with the office. Outdoor seating is available for visitors to eat lunch with their student/s.
- Please do not invite other “student-friends” to join your visitor lunch group.
- Please do not bring in outside food when you eat lunch with your student/s. Our district wellness policy encourages healthy eating by students.
- Parents and lunch guests may pay \$4.50 and receive an adult tray in the cafeteria. The cafeteria accepts cash or checks.
- Our school meals are delicious, nutritious, and reasonably priced for adults.

Nondiscrimination Statement : In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race , color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027) found online at: How to File a Complaint , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: US Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, DC 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Thomasville City Schools

REACH FOR THE STARS



CONGRATULATIONS

THS Class of 2023