

JORDAN HIGH SCHOOL
2009 - 2010

The J Book

A Guide for Students and Parents

(Seal)

This handbook belongs to:

Student's Name: _____

Grade: _____

JORDAN HIGH SCHOOL

2009 - 2010

Home of the Red Jackets

3200 Howard Avenue
Columbus, GA 31904
(706) 748-2819
(706) 748-2829 (Fax)
Website: jordanhs.com

School Colors: Carmine and Grey
School Mascot: The Red Jacket

Ricky Stone
Principal

Jane Anthony
Assistant Principal
Curriculum & Instruction

Cassandra Phillips
Assistant Principal
Student Services

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INTRODUCTION

Mission Statement

The Muscogee County School District and Jordan High School is committed to providing educational experiences that will enable each student to become a lifelong learner, enter the work force with necessary skills and achieve academic and personal potential.

Vision Statement

The Muscogee County School District and Jordan High School envisions a school and district in which:

- Each student is given multiple opportunities to excel in his/her academic, social, emotional, and physical development in a safe, nurturing environment.
- Well-prepared, responsible, and caring employees are committed to excellence in education.
- Parents, community members, staff, and students are full partners in the education of children.

Jordan High School Beliefs

- Learning should be a lifelong process.
- Parental involvement away from school is a major factor in learning and achievement.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- Each student has worth and value that needs to be recognized and enhanced.
- Fair and appropriate school policies, such as discipline and attendance, increase school effectiveness.
- Jordan High School aims to promote increased student learning through a rigorous curriculum taught in a safe learning environment.
- A dedicated and caring staff encourages students' personal, academic, and social growth.
- Students learn best when they are actively engaged in the learning process.
- The overall climate of a school is a reflection of its leadership.

The Meaning of the Red Jacket

A "Red Jacket," is a small brass cannon, that was first used to fire a salute of 500 guns when Georgia seceded from the Union. While in the custody of the Columbus Guard, it fired salutes at the inauguration of Jefferson Davis, President of the Confederate States of America at Montgomery, Alabama on February 18, 1861. The first Red Jackets were purchased by Mrs. Laura Beecher Comer in 1861 and presented to the Columbus Guard. . During the war period it was used to fire salutes for Confederate victories by the Army and Navy. When a Federal Army approached Columbus in 1865, some member of the Columbus Guard, fearing the little gun would be captured, threw it into the Chattahoochee River near the city wharf. Four years later, it was accidentally drawn up on a boat's anchor. The finders sold it as junk and it was carried to New York City and bought by J. W. Godfrey, an armorer. A newspaper reporter saw the Red Jacket and wrote a description of it in a New York paper. The clipping was sent to L.H. Chappell, then captain of the Columbus Guard, in 1884. Correspondence ensued and Mr. Godfrey restored the gun to the Columbus Guards. In 1930 the Red

Jacket was stolen from its carriage on upper Broad Street and taken to the river bank; when it was fired, it burst into many pieces. Alva C. Smith, secretary-treasurer of the Historical Society of Columbus, gathered all the pieces and had the gun rebuilt. The original Red Jacket cannon sits in the Columbus Ironworks Trade and Convention Center.

For many years two cannons sat on the front lawn of Jordan High School adding to the architecture and landscape of the school. These were naval cannons used by warships during the Civil War. These cannons have now been moved to the Confederate Naval Museum along the Riverwalk in Columbus.

WHO TO SEE FOR

Athletic Tryouts	Coach Turner
Attendance Appeals	Mrs. Anthony
Band Auditions	Band Director, Mr. Mitchell
Bus Pass	Assistant Principal, Mrs. Phillips
Car Registration	Assistant Principal, Mrs. Phillips
Checking In/Out.....	Assistant Principal, Mrs. Phillips
Cheerleading Tryouts.....	Coach Lindsey
Choral Auditions.....	Choral Director, Mrs. King
Curriculum Issues	Assistant Principal, Mrs. Anthony
Discipline Issues	Assistant Principal, Mrs. Phillips
Free Lunch Applications.....	Cafeteria Manager/Student Services
Health Issues	School Clinician
Homebound Services	Grade Level Guidance Counselor
ID card Replacements	Media Specialists
ID card (Temporary).....	Student Services
Locker Problems	Student Services
Lost and Found	Mrs. McDonald (Room 132)
Lost Books Fines	Media Specialists
Planned Absences	Assistant Principal, Mrs. Anthony
Schedule Changes	Guidance Department
School Records	Guidance Department
School Pictures/Yearbook	Ms. Lewis

ACADEMICS

The curriculum of Jordan High School includes programs for **College Preparatory, Technical Preparatory, and Career Technical Education**, at least one of which is necessary for high school graduation. The ultimate responsibility of graduation is that of the student. It is your responsibility to make sure that you have met all requirements to include testing for graduation.

Graduation and Diploma Requirements

There are certain requirements that must be met by all students who receive a high school diploma from a public high school in Muscogee County. All students must accomplish the following:

- Earn 28 Carnegie Units in grades 9 through 12
- Be absent no more than seven (7) days in any class. After seven days a loss of credit notice will be mailed to parents.
- Pass specific courses as required for a diploma
- Pass all portions of the Georgia High School Graduation Test.
- Complete one term of attendance immediately preceding graduation in a Muscogee County High School.
- Seniors who have met all graduation requirements can graduate in seven (7) semesters and leave school in December of their senior year.

Grading Scale

The standard grading scale for the school is as follows:

A	90-100	4 Quality Points
B	80-89	3 Quality Points
C.....	70-79	2 Quality Points

HOPE SCHOLARSHIP PROGRAM

The HOPE Scholarship program is Georgia's unique program that rewards high school students' hard work with financial assistance in degree, diploma or certificate programs at any Georgia public or private college, university or technical institute. The purpose of the program is to increase academic achievement, to keep the best and brightest students in Georgia, and to expand educational opportunities beyond high school to all Georgians.

HOPE Scholarship and College Preparatory Diploma. Students with a "B" average in academic classes who are seeking a degree at a Georgia public postsecondary institution may obtain a HOPE Scholarship to cover tuition. HOPE approved mandatory fees (such as health and student activity fees) and a \$300 per academic year book allowance. Room and board expenses are not covered.

Students with a "B" average who are seeking a degree at an eligible private college may obtain a HOPE Scholarship in the amount of \$3000 per academic year plus qualify for the Georgia Tuition Equalization Grant of \$900 per academic year if attending as a full-time student. Half-time students attending private colleges can receive a HOPE Scholarship in the amount of \$1500 per academic year but do not qualify for the Georgia Tuition Equalization Grant.

HOPE assistance ends for all students once they earn a bachelor's degree or attempt 127 semester or 190 quarter hours of degree credit or receive payment for 127 semester or 190 quarter hours of HOPE Grant plus HOPE Scholarship plus ACCEL. In certain cases, students who are enrolled in an undergraduate program that is designed to be greater than 127 semester or 190 quarter hours in length can receive up to a maximum of 150 semester or 225 quarter hours of funding.

HOPE Eligibility. HOPE Scholars in the college preparatory curriculum track must graduate from an eligible high school with a minimum of a 3.0 required for college prep diploma and a 3.2 required for CTE diploma classes. Each grade for a student in attempted coursework in English, Mathematics, Science, Social Studies, and Foreign Language that would have satisfied a core curriculum graduation requirement for the college preparatory diploma must be equaled to a grade on a 4.0 scale, such that a grade of "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, and "F" equals 0.

Applying for the HOPE Scholarship. At a public college, university or technical college:

- Completing the Free Application for Federal Student Aid (FAFSA) using either a paper or electronic application.
- Completing the on-line GSFAPPS application. You can complete both the FAFSA and GSFAPPS applications on-line at GAcollege411.org. Completing the FAFSA also will enable the college to consider you for other financial aid programs in addition to HOPE.

At a private college or university:

- Applying on-line using the GSFAPPS application at GAcollege411.org.

Some colleges also require the student to complete the school's financial aid application. Contact the college financial aid office for more information.

HOPE Scholarship for Students Ineligible as Entering College Freshmen. If you graduated from high school and were not academically eligible immediately after high school graduation, you may become eligible for a HOPE Scholarship if you enroll at an eligible college or university and earn a 3.0 cumulative grade point average at a HOPE checkpoint of 30 semester (45 quarter) hours, 60

semester (90 quarter) hours, or 90 semester (135 quarter) hours attempted. The scholarship is not retroactive.

GAcademy411 – College Search Program. It is an on-line resource to help students and their families select a college, apply for admission and plan to finance higher education. The mission of GAcademy411 is to:

1. Increase access to postsecondary education in the state of Georgia
2. Simplify the tasks and processes related to planning, applying and paying for higher education

GAcademy411 offers access to comprehensive information about colleges, universities, and technical colleges in Georgia. The site also enables students to apply for admission to each school listed.

TESTING INFORMATION

ASVAB: The ASVAB is a career inventory test given to all juniors in the month of October.

End of Course Tests (EOCT). EOCTs will be given to students enrolled in Algebra I, Math I, Math 2, 9th Grade Literature/Composition, American Literature/Composition, Biology, Economics, Geometry, Physical Science and U.S. History. The test score will represent 15% of the final grade in that course.

Final Exams. All students must take a comprehensive final exam at the conclusion of each term in every class. At the discretion of the teacher, seniors who have a final average of an “A” in a class for the term may be exempt from the final exam.

Georgia High School Graduation Test (GHSGT). Students will not be allowed to participate in graduation exercises if they have not passed all parts of the GHSGT. The domains of the graduation tests are Writing, Language Arts, Mathematics, Social Studies, and Science. The Writing Test is administered for the first time in the fall of the 11th grade year. English, Language Arts, Math, Science and Social Studies are administered in the spring of the 11th grade year. If a student does not pass a portion of the exams, then they are given several more opportunities to pass the exams before the end of the 12th grade year.

We offer several aids for students who may require extra assistance to pass the GHSGT. We offer classes in specific subject areas for students who need remediation prior to test re-takes. We also have study sessions after school prior to the exams and have review sessions during school the week before the tests. It is our goal that every student is given every opportunity to prepare for these tests.

GA Work Readiness: Georgia Work Readiness was created to ensure that Georgia's workers have the best skills, easy access to training and world-class job opportunities. The backbone of the initiative is the Work Ready Certificate, which assesses the real world skills of Georgia's workers. Georgians can use their Work Ready Certificate to prove their work readiness to potential employers. MCSD students will have an opportunity to take the Work Ready Certificate examination during their senior year of high school. Throughout the school year, MCSD offers KeyTrain practice, which helps improve Certificate scores, presenting every student the opportunity to realize success in the career arena.

Preliminary Scholastic Aptitude Test (PSAT). The PSAT is given in October of each year to all 9th and 10th grade students. It is required for students who may be nominated to attend the Governor's Honors program as 10th or 11th grade students. All students are encouraged to do their best on the PSAT because it is an excellent predictor of success and performance on the SAT.

Scholastic Aptitude Test (SAT) and American College Testing (ACT). Applications and information concerning the SAT and ACT are available in the Guidance Office. A complete schedule of test dates and application deadlines is printed in the fall and posted in all junior and senior advisements. Seniors are encouraged to take these tests in October, November or December of the senior year. Juniors are encouraged to take these tests during second semester of their junior year. Most students prefer to take the test more than one time, finding it beneficial to do so.

A senior who wants to compete in the STAR Student/Teacher Recognition Program must have the highest score in one sitting on the SAT taken on any grade level through the November test date of the senior year and be in the top 10 percent or top 10 students of the class based on grade point average. The scores must be reported to the school.

SAT/ACT Waivers. Waivers are provided for those students who meet certain financial guidelines. One way to determine financial need is if the student qualifies for free or reduced lunch in the school cafeteria. The fee waiver not only waives the cost of the SAT, but it gives the student the opportunity to submit applications (waiving application fees) to participating colleges.

EXPECTATIONS OF STUDENTS

Before School. Students are not allowed to enter the building before the 7:35 a.m. bell rings. If you arrive at school prior to 7:35 a.m., you are allowed to enter the cafeteria where breakfast is served daily. All school rules are in effect once you enter the cafeteria. Electronic devices are prohibited.

In the Classroom. The following habits are necessary for success in the classroom. As a Jordan High student, you are expected to follow these expectations:

1. Be on time for all classes.
2. Show respect to all, including, all staff members, your fellow students and yourself.
3. Stay on your assigned task. A sign of maturity is the ability to stick with a task until it is finished.
4. Push yourselves to always do more than you expect of yourself.
5. Bring all necessary materials to class each day.
6. Show respect for school property and the classroom environment.

In the Hall. Behaviors such as running, yelling, pushing, eating or drinking in the halls are grounds for disciplinary action. Once the bell rings to begin class, students should not be in the halls. If students are in the halls after the tardy bell, they must have a hall pass. Teachers and administrators will check passes of students in the halls during class time.

In the Cafeteria. The cafeteria moves a large number of students in a short period of time. To help things run smoothly, you are expected to:

1. Walk and not run.
2. Stand at the end of the line and wait your turn; do not break in line.
3. Return trays and trash to proper locations.
4. Use good table and eating manners; keep your table clean.
5. Leave all food and drink in the cafeteria. You may bring a lunch from home; however, food brought in from outside restaurants is not permitted.
6. Tell a staff member if you spill food or drink on the floor so that it can be cleaned up before someone slips on it.

During Assemblies. Students are expected to be on their best behavior. We often have guests present and want them to be impressed with the respect of our student body. Examples of unacceptable behaviors are (1) whistling, (2) loudly talking or laughing, (4) sleeping, and (5) inappropriate noises.

On Field Trips. Students are reminded that school rules, to include, Dress Code are in effect. Use your best manners when you are away representing the school.

On the Bus. Proper conduct on the school bus is the combined responsibility of the students, parents, bus driver and school officials. Inappropriate behavior on the bus risks lives. **The driver is in full charge of bus and students.** For more information about Bus Policy and Conduct, please read the Behavior Code and Discipline Policy.

After School. Student must exit the building at 2:45 unless under the direct supervision of a teacher, advisor and/or coach. It is strongly recommended that parents pick up their child by 3:00.

EXPLANATION OF POLICIES

Cell Phones. Cell phones are to be kept in lockers or cars during the school day. Students are NOT allowed to use cell phones on campus during regular school hours. Cell phones may only be used after school at 2:45 outside the school building. A student's cell phone may be confiscated by a teacher if the cell phone is visible or vibrates during class. **If a student's cell phone is collected by teacher, it may be given back to student at the end of class or after school.** Students who refuse to hand over their cell phones to a teacher will result in ISS and OSS if they refuse to hand it over to an administrator. If a cell phone is turned in to Student Services, it must be tagged to include student's name, date, and teacher's name. **Parents or legal guardians must pick up cell phones turned in to Student Services. A student will not be allowed to pick up his cell phone.**

Confiscated Items. Electronic devices (CD players, MP3, iPod, laser pointers, etc.) may be confiscated if visible in the hallway, cafeteria or outside the building.

Dress Code. All students are expected to follow the Muscogee County School District Dress Code. It must be remembered that the learning environment must be as free as possible from distractions and interruptions. As it is with a speeding motorist, not all dress code violators are caught. As a staff we will try to be as consistent as possible in enforcing the dress code. A progressive disciplinary plan will be used to handle students in violation of the dress code.

Every attempt will be made to allow a student to correct a dress code violation. If a dress code violation cannot be corrected, the student may be sent to ISS for the remainder of the day.

ID Card. Wearing the student ID card is a requirement of Jordan High. Students are issued ID cards that must be visible. Failure to wear the ID card at any time during the school day will result in a consequence. A student may utilize lanyards to secure the ID card on his shirt or jacket. The use of tape to secure the ID card is unacceptable. The ID card must not be broken, defaced, altered or mutilated. A student who wears an ID that is not his own or that is not the current school year will be disciplined. Neglecting to bring his ID card to school will result in consequences. It is the responsibility of the student to inform his teacher if he does not have his ID card and to request a temporary ID.

If the ID card is lost or stolen, a student must purchase a new card in the Media Center for the price of **\$6.00** (card is \$5.00 and lanyard is \$1.00).

Technology Tampering. The use of technology is a privilege, not a right. Do not lose the privilege to use the school's computer. It is important that students use the available technology appropriately. Students are not to:

1. Load and/or install software to any computer without permission from a faculty member.
2. Alter any settings and/or configuration on any computer.
3. Play games on the computer.
4. Transmit/send/broadcast any material in violation of any federal or state regulation.
5. Submit, publish or display any copyrighted material, threatening, profane, sexually oriented, obscene or illegal material.
6. Send messages across the network during class time.
7. Attempt to break password security.
8. Unplug computer parts or interfere with the normal working process of the computer.

GUIDANCE AND COUNSELING SERVICES

Guidance counselors are available to students, parents and teachers. Individual and group counseling services are provided to help students resolve personal and school related concerns. Counselors assist with parent-teacher conferences, student-teacher relationships, self awareness, post secondary educational planning, career planning, drug awareness, values clarification and other areas of need. Additional services are provided in regard to assisting students with information relating to scholarships, college representatives visitation, financial aid, testing and test interpretation.

Parent Conferences. Conferences are to be set up by the grade level counselor. Teachers are encouraged to make every effort to keep parents informed about the academic strengths and weaknesses of students through regular contacts with parents via phone calls, emails, progress and behavioral reports, etc. If parents are concerned about their child's academic achievement, they are also encouraged to contact guidance and schedule a conference to meet with their child's teachers.

Student Schedules and Schedule Changes. Students receive their schedule at the beginning of each semester. On the first day of each semester students are to report to their advisors to pick up their schedule. Students are expected to follow that schedule for the entire term. If there are problems with a student's schedule, please see your advisor about submitting a Schedule Change Request.

Schedule changes are permitted for the following reasons:

- Student has already passed the course
- Student has not passed the pre-requisite to the course
- Student needs a course for graduation
- Administrative Error

The administration may change a student's schedule to balance a class loads or to close a class because of low enrollment. While these things happen occasionally, they are kept to a minimum.

Schedules are not changed because a student simply wants a change; there must be a need for a change.

During the spring of each year, the administration will begin the process of pre-registration for the upcoming school year. Students will be given the opportunity to select courses to meet the requirements for graduation. It is extremely important that students plan a course of study during their 9th grade year. There are several diploma seals offered at Jordan High School and different ways to obtain the seals. With careful planning, a student may obtain a College Preparatory, a Technical Preparatory, and a Career Technical seal on their diploma. Beginning with the Freshman Class of 2008, there will be one diploma/seal for all students.

All schedule change requests must be routed through the students' advisor to the grade level counselor before being submitted to an administrator.

Support to Students. Providing support services to students is a major focus in the guidance program. To help ensure that the needs of students are met and the whereabouts of students are known, the following procedures will be used:

- Students must have a pass to see a counselor.
- Counselors will schedule individual student appointments as much as possible in an attempt to cause less classroom interruptions.

- If a student wishes to see their grade level counselor but does not have an appointment, teachers should email the counselor and the counselor will schedule a meeting with the student. **If it is a crisis situation**, immediately send the student to guidance.
- If a student is sent to guidance, teachers are asked to use a Counseling Referral Form (MCSD referral forms will be made available to teachers)
- Students may use the telephones in guidance **only in the event of an emergency** (Note: A student leaving their uniform or homework at home is not considered an emergency).

Support to Parents and the Community. Every attempt will be made to work cooperatively with parents and adhere to parent and community requests. To help ensure that the needs of parents and the local community are met, the following procedures will be used:

- Parents or community members are asked to call in advance to schedule appointments with guidance staff.
- Parents needing homework assignments must call at least 24-hours in advance of the date they wish to pick up an assignment.
- Parents requesting verification of enrollment letters for their children must call the grade level counselor and schedule an appointment. Parents must present a picture ID in order to obtain such documentation.
- Social service agencies are asked to schedule appointments in advance of coming to the school if at all possible.

Transcript Requests. Individuals requesting transcripts must provide a written request and a picture ID. Transcripts requested are processed, mailed, or responded to within 72-hours of the request in adherence with state and local mandates.

Weekly Progress Reports. Parents should contact the grade level counselor to request weekly progress reports from teachers. Counselors will communicate the parent's request to the appropriate teacher(s).

ATTENDANCE POLICIES

Excused Absences: Students who are absent from a class have three (3) school days to present an excuse for the absence. Until an excuse is presented, the absence will remain unexcused. It is the responsibility of the student to bring the excuse to the 1st block teacher at the earliest possible time upon returning to school. The 1st block teacher will review the excuse to verify the student's first name, last name, and date(s) of absence are included. When all information is correct, the 1st block teacher will forward the original note to the Attendance Office.

A student may request make-up work for an excused absence. The student must make arrangements within three (3) school days to make up work missed.

Excused absences include the following:

1. The student is personally ill. A note from the parent describing the student's illness will be accepted as appropriate documentation no more than three [3] times per semester. Thereafter, only validated excuses (doctor appointments, directed court appearances, etc.) can be submitted for the absence to be excused.
2. Someone in the student's immediate family has a serious illness or death.
3. The student is absent for a special and recognized religious holiday.
4. The student's absence is mandated by a governmental agency.
5. The student is participating in a school related activity at another location. The absence must be pre-approved by an administrator.
6. College visits for seniors approved by an administrator prior to the date of the visit. Please note that these days are considered excused absences and are recorded on the attendance record.

Unexcused Absences. All other reasons for absences are considered to be unexcused and include, yet are not limited to:

- Oversleeping
- Missing the bus
- Walking
- Skipping school or classes
- Home suspension

Excessive Absences. A student who misses three or more days of school during one term will be considered excessively absent. Students who miss more than seven days from school are subject to losing credit for their course work. Students who check out during the day will be marked absent from all classes that are missed and if the total class absences exceed seven, may risk losing credit in individual classes. Parents whose child misses three days from a class will receive a courtesy letter advising them that their child has reached the halfway mark.

Hospital/Homebound Services. Services will be provided should a student become ill where he cannot attend school for at least 10 or more days. It is required that a medical doctor certify that the student will likely have to be absent for the extended period of time. A visiting teacher, provided by the school system, will serve as a liaison between home and school in order to allow a student to remain on track with schoolwork. The parent must contact the grade level counselor to make arrangements for these services.

Loss of Driver's License Due to Excessive Absences. Excessive absences can result in the loss of a student's driver's license. The Teenage and Adult Driver Responsibility Act (TADRA) states that a student may not apply for or keep a driver's permit or license if he violates any of the infractions listed below. A student's license or permit will be suspended for one (1) year when a student:

1. Has dropped out of school without graduating and has remained out of school for ten consecutive days.
2. Has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters.

Loss of Credit (LOC) Due to Excessive Absences. A student in any Muscogee County School who has missed more than seven (7) days of class during a term maybe subject to loss of credit for that class. Appeals can be made after the MCSD Loss of Credit Notification has been received. In cases of prolonged absence due to illness, the parent or guardian should seek assistance from guidance or the administration.

Appealing Loss of Credit. At the end of each semester, teachers will submit a list of students who have missed more than 7 days in their classes, and their parents will receive a certified Loss of Credit letter with a return receipt. The student has 10 days to return the completed appeal form to the Attendance Office. The Appeals Committee reviews each appeal request to determine approval or disapproval of Loss of Credit.

After a student has been absent for more than seven (7) days in any class, it is recommended there be official documentation on file in the Attendance Office to justify these absences from school. Documentation includes letters from a physician, the court, a hospital, an original excuse from a parent/guardian.

Tardiness: Any student who arrives on campus after 7:45 a.m. must check in through the Student Services Office. A student who checks out of school for any reason and returns to school must check back in to school as soon as he enters the school grounds.

Only three notes from the parent will be accepted. Thereafter, only validated excuses (doctor appointments, directed court appearances, etc.) can be submitted for the tardiness to be excused.

For students with no excuse or an invalid excuse for being tardy, then the tardiness is unexcused and the student will sign up for 1-day Administrative Detention on Tuesday – Thursday from 2:55 – 3:30. The first unexcused tardiness is a warning, and the following three (3) unexcused tardiness will result in Administrative Detention.

Tardy Contract. Students, who are late to school more than four (4) times a semester for unexcused reasons, will be placed on a Tardy Contract. A Tardy Contract establishes more severe consequences for unexcused tardiness. The consequences begin with In-School-Suspension and progress to OSS.

Students with an excessive number of tardiness may also lose their on-campus parking privilege.

Check Ins. Please adhere to the following Check In procedures:

1. Report to the Student Services Office before you go to any other places in the building.
2. You must bring a written excuse from your parent/guardian. The note must have the date, the reason you were late, a contact number and a parent signature. If you were late because you had a court or doctor's appointment, you must bring documentation on their letterhead. **Only three (3) notes from the parent will be accepted.** Thereafter, only validated excuses (doctor appointments, directed court appearances, etc.) can be submitted for the tardiness to be excused.
3. You will receive a red admit slip that documents the time you arrived and whether the tardiness is excused or unexcused. This is your pass to class.
4. This slip must be presented to the teachers of the classes that you missed. Each of those teachers must initial the admit slip and return the initialed slip to you.
5. Give the initialed admit slip to your 1st block teacher to file.
6. Students who check in after **11:05** must have a parent present and receive approval from the assistant principal.

Check Outs. We recommend to all parents, guardians and students to please schedule all appointments before or after regular school hours. This prevents the interruption of classes and the missed information by the student checking out. Excused check outs shall be doctor or dentist appointments, court appearances and attending funeral of a close relative. No student will be dismissed to go home sick or for any other reason until a parent/guardian is contacted.

All persons checking out a student must present a valid picture ID and be authorized by a parent/guardian of the student. Students will not be allowed to leave school to transport other students home that are not a brother or sister. No teacher has the authority to dismiss a student to leave school for any reason; neither may they be excused to run errands for teachers. All appointment check outs are unexcused until an official note is returned, along with the check out slip. A student who checks out through the clinic and the parent called to pick up, the check out will be excused.

Any student checking out driving themselves to an appointment should turn in to the Student Services Office a hand written note signed by a parent with the date, time, contact number and type of appointment at the beginning of school. The Student Services Clerk will give the student a check out slip with the time written on the note. A student checking themselves out with a parent note is not accepted without verification. Student will be allowed by the teacher at that time to leave class and come back to the Student Services Office to sign out. All check outs are unexcused until an official note is brought back, except through the clinic.

Students cannot use their cell phones to call parents to check out of school. A valid ID must be presented to sign the child out. A student may only be checked out by the parent/guardian that is listed in the school records. Students waiting to be checked out must remain in Student Services Office or clinic.

Any student who arrives on campus before 7:45 a.m. is considered present and must check out before leaving campus. Failure to do so is considered skipping. Failure to properly check in or check out of school will result in disciplinary action.

Withdrawing from School. Any student withdrawing from Jordan High for any reason must bring a parent or guardian to school to sign the withdrawal form. The parent/guardian of record must present a valid ID to withdraw the child. The form along with the student's books must be carried to each

class period on the last day of attendance and given to the teacher upon entering class. Each teacher must complete the withdrawal form indicating the student's grade and the status of fines or book charges. The media specialist and the cafeteria manager must also sign the withdrawal form. All fines must be paid before withdrawal is complete. The withdrawal process takes a minimum of one school day to complete.

Re-Entering School Following a Suspension. A suspended student must report to Student Services upon returning to school to obtain an Admit Slip. Each teacher must sign the Admit Slip, and the 4th block teacher will return the Admit Slip to the 1st block teacher.

DISCIPLINE POLICIES

Philosophy. This administration of Jordan High has adopted the philosophy that safety is first and foremost at the school at all times. Proper behavior in all settings from all students is expected at all times. Students should have the understanding that all staff members are their teachers. The school's discipline policy is progressive, meaning the more times a student is referred to the office for discipline matters, the more severe the consequences become. Misbehaviors determined to be severe by the administration will receive more severe consequences. Students who continue disruptive patterns from a previous year are subject to more severe consequences.

Level 1: Offenses are handled by the classroom teacher on a Teacher Discipline Referral.

- Failure to follow classroom directions
- Lack of class materials
- Poor attitude
- No ID
- Failure to stay for teacher detention
- Throwing objects in class
- Minor class disruptions
- Refusal to complete class/homework assignments
- Sleeping in class
- Tardy to class
- Excessive talking
- Horseplaying
- Cell phone/electronic devices
- Eating or drinking
- Improper dress
- Out of seat
- Defacing school property
- Cheating

Level II: Offenses are referred to Student Services on an Office Discipline Referral.

- Disrespect/defiance
- Rude/argumentative
- Indirect profanity
- Failure to stay for administrative detention
- Failure to stay for teacher doubled detentions
- Leaving class/school without permission
- Using abusive language, disrespect or gestures toward another student
- Making sexual advances or threats
- Skipping class/school
- Possession or use of tobacco to include cigarette lighter
- Verbal dispute (students stopped when told to do so)
- Vandalism
- Excessive tardiness
- Bus referral

- Rude to guests or visitors during assembly or field trip
- Causing continuous disruptive behavior
- Bullying
- Technology tampering
- Continuous dress code violations
- Chronic no ID
- Inappropriate display of affection
- Forgery

Level III: Offenses are referred to Student Services on an Office Discipline Referral.

- Directed profanity
- Weapons or dangerous objects
- Persistent bullying/provoking others
- Blatant defiance
- Major class disruptions
- Physical contact with intent to harm or injure
- Harassment (to include Sexual Harassment)
- Possession or use of drugs or alcohol
- Confrontational behavior
- Verbal or written threats of violence
- Verbal altercations
- Physical altercations
- Consistent defiance of authority
- Uncontrollable behavior
- Extortion

DRESS AND GROOMING RESTRICTIONS

Extremes in dress or grooming will not be permitted. The school administrators shall determine whether any particular mode of dress or grooming violates the Jordan High School Dress Code Policy. No clothing or jewelry having emblems representing or suggesting drugs, alcohol or tobacco products, insignia of fraternities, sororities, gangs or other social clubs may be worn. Clothing with sexual innuendoes will not be permitted. Fake alcohol or drug advertisement is not allowed.

A student who wears clothing that is not in compliance with the school dress code may be placed in In-School Suspension for the day.

A. HATS

- No hats (male or female).
- No caps, bandannas, headbands, head wraps, skull caps, do rags, hoods on garments or any full head covering will be permitted on campus.
- Students are **NOT** allowed to wear or bring a cap to school. Caps are not to be visible at all on school grounds. This policy includes inside/outside the building, PE and classrooms.

B. SHIRTS AND JERSEYS

- No halter tops, spaghetti straps, tube tops, tank tops or see-through tops
- No low cut tops exposing cleavage
- Shirts and jerseys must be TUCKED in
- Button up shirts must be tucked in, unless they are worn as a shirt jacket. If worn as a shirt jacket, the underlying shirt must be tucked in.
- A student who wears a shirt that is not in compliance with the school dress code will be required to wear a school t-shirt for the day.

C. PANTS

- No sweat pants
- No pants with holes
- No see-through pants
- No belt is required if pants can be worn properly on waist
- No sagging pants
- Underwear cannot be exposed or seen when sitting or standing
- No pants can be bound at the ankle
- Leggings cannot be worn as pants

D. SKIRTS AND DRESSES

- No shorter than three inches above the top of the knee.
- If a skirt or dress is designed with a slit, the top of the slit must be no than three inches above the knee.
- Leggings can be worn under a shirt, skirt or dress but the length of the skirt or dress must be no shorter than three inches (3") above the top of the knee.

E. SHORTS

- Must fit appropriately and should be worn on waist.
- If shorts can be worn properly on waist, no belt is required.
- Shorts must be no shorter than three inches (3") above the knee.

F. SHOES

- Must be worn at all times
- No bedroom slippers
- Flip flops are acceptable but not worn with socks
- Due to the excessive number of stairs in the building, it is not advisable for safety reasons to wear shoes that are excessive in height

G. COATS/JACKETS

- Hooded garments cannot be worn on head indoors/outdoors

H. JEWELRY

- No jewelry with reference to gangs, drugs, hate, violence or sex.
- Items such as chains on a belt, wallet, key rings, etc. and items with spikes are not permitted.

RESTRICTIONS OF STUDENTS

The following restrictions apply to all students while at school or at school sponsored functions:

1. Possess any weapon or instrument designed to do bodily harm including a knife of any length.
2. Possess, drink or be under the influence of alcoholic beverages.
3. Use, furnish, sell, possess or be under the influence of any narcotic, hallucinogenic or dangerous drug.
4. Commit an act of defiance, either in language or action, against a faculty or staff member.
5. Forge, falsify, alter or illegally possess school forms or use forged notes or excuses.
6. Tamper with fire fighting equipment or emergency alarm systems.
7. Write on or deface school property.
8. Use vulgar language.
9. Steal, gamble or commit extortion. Cards, dice, etc. are prohibited.
10. Fight or verbal altercations.
11. Leave campus during lunch or at any time during the school day without permission of the administrator.
12. Loiter or wander in the halls during the assigned lunch period.
13. Throw food in the cafeteria or remove food, bottles or chairs from the cafeteria. Trays should be returned to the proper place.
14. Stand in the hall restricting the free movement of other students.
15. Run or play in the halls. Unnecessary noise and boisterous behavior will not be tolerated.
16. Behave in any manner that threatens the safety, security or well being of other students, faculty or other school personnel.
17. Participate in or attend extracurricular activities sponsored by the school if the student is out-of-school suspended.
18. Electronic devices may be used in the classroom only at the teacher's discretion. They cannot be used before school, in hallway, cafeteria or anytime outside during school hours.
19. Fail to abide by the classroom rules of each of their teachers.
20. Bring food, drink, candy or gum into the building except as packed for lunch.
21. Inappropriate display affection such as kissing or embracing.
22. Enter the teachers' lounges or workrooms located in the Main Building and Annex.
23. Go to the student parking lot without a pass from an administrator.
24. Smoke, use or possess tobacco products.
25. Use a cell phone during school hours.
26. Sell items on campus for personal gains.
27. Play loud music in vehicles when driving through residential areas bordering the school.
28. Park vehicles on side of streets facing school.
29. Alter, mutilate or deface ID card.
30. Tamper with a computer or any other form of technology that is the property of school.
31. Wear sunglasses inside the building during the school day.

CONSEQUENCES

Administrative Detention. Students who are placed in Admin Detention will be given a red slip and should report to the ISS room 162. Admin Detention is held for 35 minutes on Tuesday - Thursday of each week beginning at 2:55 and ending at 3:30. If a student arrives after 2:55, he is counted tardy and will be assigned an additional day. Students who skip Admin Detention will be assigned to ISS.

In-School Suspension (ISS). Students will be assigned to ISS for specified dates. While in ISS the students will complete class work assigned by their teachers. Students are counted present, and they are given credit for the work completed. Students who misbehave in ISS are subject to out-of-school suspension.

Jordan Academic Mentoring (JAM) Program. To provide academic services for students who have out-of-school suspension as a result of a disciplinary action.

Out-Of-School Suspension (OSS). Students who are suspended out of school are not allowed on campus. Students who are returning from suspension must get an Admit Slip from Student Services Office prior to attending to class. *While assigned OSS, a student may not attend or participate in extra-curricular activities, including practices, competitions, meetings, etc.*

Teacher Detention. Students may be required to stay after school for misconduct in the classroom. All students who are assigned detention will be given 24 hour notice to arrange transportation and a copy of the Teacher Detention form. If the student does not serve teacher detentions on the date scheduled, the detention is automatically doubled to include two scheduled school days. Failure to stay for either of these days will result in referral to the Student Services Office.

MANAGEMENT

Academic Dishonesty. Academic dishonesty is the attempt by a student to receive credit for work that is not of their own doing. This problem comes in various forms such as plagiarism, cheating on homework, cheating on tests, taking another student's work and turning it in, copying someone else's work, and using unapproved sources for answers for an assignment. **Academic dishonesty is not tolerated in any form.** If a student is caught, he is subject to receiving a zero (0) for the assignment and will not be allowed to make it up. The parent will be notified, and repeated offenses will result in disciplinary action.

Accidents: A student who is injured on the campus must report the injury immediately to a teacher so that the appropriate first aid may be administered. An accident report form must be completed and filed in Student Services. Please note that neither students nor visitors to the campus are covered on any insurance policy carried by the school or school district.

Accident Insurance: The Muscogee County School District offers student accident insurance to all students in the Muscogee County School District. This insurance is available to you at a nominal fee. If you are interested, you may contact the school office for information. If you do not wish to take out Student Accident Insurance, your child's health insurance is your responsibility. *The Muscogee County School District does not carry health coverage on students.*

All students participating in football or other co-curricular activities that might promote accident or injury must be insured by the student insurance program or the principal must have on file a notarized statement that the parent relieves the school and the school district of any liability.

No student may try out for football, basketball, track, soccer, volleyball and/or cheerleading until the above requirement has been met. All participants in the athletic program must have a current physical/medical form on file in order to qualify for tryouts.

Additional Help. It is recommended that students who are experiencing difficulty with class assignments make arrangements to stay after school for additional help. It is at this time that teachers can give more individualized attention to each student who needs it.

Advisor-Advisee Program. This program has been implemented for every student at Jordan High School. In addition to Guidance Services, advisory teachers serve as advisors and provide activities and information to assist their students in making career planning decisions as well as serve as academic advisors in selecting their program of study. It is the intent of the advisement program for all students will remain with the same advisory teacher for four years. Advisement sessions will be held twice a week on Tuesday and Thursday.

Authorized Use Policy (AUP). A student must have an AUP to be able to use the Internet during the school day. Both a parent and the student must sign the AUP for it to be valid. Failure to provide the school a completed and signed AUP may prevent the student from completing classroom assignments that use the Internet.

Backpacks/String bags. They are permitted in the classroom at the discretion of the teacher.

Book Bags. Book bags are NOT permitted in the classroom or cafeteria. Students may bring them to school and place them in their lockers at the beginning of the school day. They will remain in the locker until the end of the school day.

Bus Passes. Students who live more than 1 and 1/2 miles from the school and whose addresses are within the attendance area are eligible to ride the school bus. Bus passes will be issued during registration. Riding the bus is a privilege that will be withheld from any student who refuses to follow the rules and regulations governing bus riders which are outlined in the Muscogee County School District Behavior Code and Discipline Policy.

Cafeteria and Lunch Time. Free and reduced lunch applications will be distributed by advisors at the beginning of school. Approval is based on family size and income according to federal and state guidelines. Students are to return these applications within 2 weeks of their first date of entering school to the Cafeteria Manager.

During lunch time students are to remain in the cafeteria. At no time during lunch are students to be in the building or at their lockers. No food or drinks will be taken to other areas or consumed during class. Lunch trays and silverware should be put up and trash disposed of before leaving the cafeteria. You may not be tardy to lunch without a pass from a teacher or administrator.

Students are urged to pre-pay for lunch. Students may have an account in the cafeteria and only need to pay weekly or monthly. Please contact the cafeteria for further details. Parents may also pre-pay for student lunches at MyLunchMoney.com.

Class Dues: Each class has a set fee that students are expected to pay. Dues should be paid each year and may be paid through the class sponsor. In order to attend the Junior-Senior prom dues must have been paid. Seniors must have paid all of their dues from 9th – 12th grade in order to participate in Senior Activities.

Clinic. The clinic is open for all students. Students must first obtain a pass from their teacher to enter the clinic. If a student has medication that must be taken during school, then a medical authorization form must be filled out and given to the clinic worker. This is necessary for daily medications as well as medications that are taken occasionally such as aspirin or cough medicine. We must have written authorization from a parent or guardian before any medication can be dispensed. Students who become ill must report to the clinic for parent contact and proper check out procedures.

Students are not to use their cell phones to notify parents of an illness.

Clothing Bank. The Muscogee County PTSA and Jordan High sponsors a clothing bank which serves the needs of students enrolled in the district and school. The clothing bank is always in need of clean, usable clothing items which are appropriate for school wear. Students of all sizes and ages are served. Donations may be brought to school and taken to room 132 at any time.

Conferences. Parents should contact the Guidance Department 48 hours in advance to schedule conferences with teachers or staff. Parents must check in with the Main Office to acquire a visitor's pass. Guidance direct phone number is 706-748-2831.

Deliveries. Parents are requested not to bring fast food items to their child during school hours.

Dental, Vision and Hearing Screening. Students entering MCSD for the first time must provide certification of eye, ear and dental examinations on the Georgia Department of Human Resources

Form 3300. The form must be signed by a private practitioner or representative of a local Department of Health. To be valid, the eye, ear and dental examinations must have been received within the one year period **prior** to enrollment in school.

Fines: Student must pay all fees including fines owed to the school in a timely fashion. Students must clear all fines before they are given a schedule in the fall. Seniors must clear all fines and outstanding debts prior to participation in Senior Activities and the Graduation Ceremony.

Form Return Policy. Throughout the year students will be given various forms that must be taken home and signed by a parent/guardian. The student is expected to return the form within (3) school days. Failure to comply with this request will result in a consequence. **If a problem occurs where the student cannot comply with the policy, it is the student’s responsibility to inform the teacher or an administrator of the problem prior to the deadline date.** The consequence for noncompliance will be daily Administrative Detention and progress to ISS until the requirement has been met.

Guidance. There are many people here to help answer your questions and to help you with your problems. You never need to feel that you must face or solve problems alone. Our counselors are always available to assist you with problems, answer your questions, discuss possible solutions to things that are bothering you, or just to listen.

Point of Advice. This applies to all students. Do not become involved in the day-to-day gossip that is ever-present anywhere there are people. Most of the problems that occur at any school center on hearsay and innuendo. If you do not become involved, you will avoid most problems.

There are also others at school to assist you when you need help:

Teachers	Whether you have them for a class or not, do not hesitate to ask any teacher for help when you need it. If the one you ask can’t help, he will send you to someone who can.
Assistant Principals	You don’t have to “get into trouble” in order to talk to an Assistant Principal. If something is bothering you, talk to Mrs. Anthony or Mrs. Phillips before it becomes a problem that could get you into trouble.
Principal	All students are welcome to talk to Mr. Stone at any time about anything involving the school. Your well-being is the most important concern of the principal and all other members of the school staff.

Guidance Intervention. A session with the appropriate guidance counselor will be scheduled with the intent of identifying the root problem. Every attempt will be implemented to address issues prior to punitive action.

Hall Passes. Students will be given four (4) hall passes per semester. If a student must be in the hall during class time, it is the responsibility of the student to have his hall pass completed by the teacher. No student should be in the hall without a pass from a teacher, counselor or administrator. If a student is found in the hall without a hall pass, he is subject to disciplinary actions. **Students should not be allowed to leave class the first 15 minutes or last 15 minutes of class.**

Hardship Students. All students enrolled under the Hardship Transfers are expected to maintain good academic, attendance and behavioral standards. Those students who are not in good standing will be withdrawn to their Home School.

Homework. Homework is assigned by classroom teachers for the extension of the lessons of the day. All teachers expect homework to be done completely and turned in on time. If a student is absent from a class when homework is due, then it is the student's responsibility to turn in the homework upon returning to school. Homework assigned while the student is absent is to be made up when the student returns.

Immunizations. All students enrolled at Jordan High are required to have a current Georgia Certificate of Immunization on file in the Guidance Department. Students without a proper form will be notified by the school district. Students who do not comply with this state law will not be permitted to attend school until an updated Certificate of Immunizations is on file.

Lockers. Lockers may be purchased for a fee of \$5.00. Students should not be at their lockers during class time or at lunch. Students are to get all necessary materials from lockers during change of classes. Student lockers are school property and may be inspected whenever there is suspicion to believe that illegal or unauthorized materials are contained inside. Such inspections may be conducted without notice, without student consent, and without a search warrant.

Lost and Found. Students are to check lost and found for personal items lost in room 132 (McDonald).

Magnet Students. All students enrolled under the Jordan High Magnet Program are expected to maintain good academic, attendance and behavioral standards. Those students who are not in good standing will be withdrawn to their Home School.

Make-Up Work. Students are required to make arrangements within three (3) days of their absence to make up work missed.

Meals. Breakfast and lunch are provided for students and staff on a daily basis. Students are given approximately 30 minutes to each lunch in the cafeteria.

Media Center Services. The Media center is open from 7:30 a.m. until 3:20 p.m. A pass from a teacher is required to visit the Media Center during school hours. A pass is also required during student's lunchtime; one may be obtained from a teacher prior to lunch. Book bags are not permitted in the Media Center. Students are urged to get a locker. We cannot make exceptions in policy for students who have chosen not to rent a locker. A student ID is required for checking out materials and using the Internet. Fines are charged for overdue materials.

Medication. Students are not to carry medication of any kind (including non-prescription) on their person during the school day. Students who need to take medication during school hours must turn in all medication to the school clinician. All medication will be administered by the school clinician in room 118 at the appropriate time. Medication authorization forms are available in the clinic and must be on file if students are to receive medication. All medication must be given to the school clinician in its original prescription container.

No Pass, No Participation. Students participating in Georgia High School Association (GHSA) activities who are on block scheduling must pass 3 out of 4 classes for the semester immediately preceding participation. Summer school is an extension of the 2nd semester of the school year. Students who do not meet this requirement will be ineligible for one semester or until they pass 3 out of 4 classes for the semester. High school students must be "on track" for graduation (in the appropriate grade level). First year high school students (9th) on block scheduling must earn six (6) units to be on track and pass 3 out of 4 classes each semester.

Parking Permits. All students who drive to school are required to park in the student parking lot. Parking permits may be obtained from the Student Services office. Students must show proof of driver's license, insurance, and parental consent to park on campus. The cost of the permit is **\$10.00**. It must be displayed in the front windshield of the vehicle on the driver's side. Students must obtain a parking permit within the first two weeks of school. If a student loses his/her parking permit he must purchase another permit at the price of \$10.00. Parking permits are assigned to one person. A student may transfer the permit to another vehicle if necessary. For instance, if a student damages or sells his/her vehicle, then it is permissible to transfer the permit to the vehicle the student is driving.

The speed limit on campus is 10 mph. If students are found to be in violation of this, their parking privilege may be suspended or revoked. Students are to park in one parking space when parking on campus. Once arriving on campus, students are to leave their vehicles and move to the courtyards or cafeteria. Students are not permitted to go to their vehicles during the day without permission from an administrator. Anyone found in the parking lot without permission will be subject to disciplinary action and loss of parking privileges.

Students who park vehicles on campus without a permit, or have lost parking privileges, or park illegally, are subject to having their vehicle towed at the owner's expense.

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 inspections of the exterior of student automobiles on school property. The interior of student vehicles may be inspected whenever there is reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Personal Items. Jordan High assumes no responsibility for the security of personal items. Students should avoid bringing large amounts of money or valuable items (i.e. cell phones, MP3 players, other electronic devices, etc) to school.

Progress Reports. The official four week progress report will be printed on the date mandated by MCSD. The student will receive a printed computer generated progress Report to include all (4) teachers at the end of the fourth week of every nine-week grading period. This report should reflect the academic standing of the student's progress up to that date. A weekly report may be requested by parents through your child's counselor in the Guidance Office.

Report Cards. They are issued at the end of each nine weeks grading period. Achievement, effort, attendance and teacher comments are recorded.

Sales/Cash. Students are prohibited from selling/buying items of any description from one another on the school bus or on school grounds. Please make a point of seeing that your child does not carry large sums of money to school. Other than what is needed for lunch, there is rarely a need for students to have money at school. When dance tickets, game tickets, etc. are sold at school, the amount is announced in advance, and students should bring only the needed amount of money with them. **Large sums of money and expensive jewelry are invitations to theft.** The school will not be responsible for loss or theft of items that have no business at school.

Students Daily Schedule:

7:35 a.m.	Students may enter the building.
7:40 a.m.	Students move to class.
7:45 a.m.	Tardy Bell. Students arriving after this time must report to Student Services to receive an Admit Slip to class.
2:45 a.m.	Day ends for students.

Students will be allowed in the school before 7:35 only if they have a pass from a teacher or administrator. There is no director supervision for students after they have been released at 2:45. If students are not under the direct supervision of a teacher or involved in an extracurricular activity, they must be picked up or clear campus by 3:00. Failure to do so can result in disciplinary action. Students who have detention or who are involved in after-school activities must be picked up within 15 minutes of its completion.

Telephone Numbers and Addresses. Please keep the office informed of any changes to your home phone, work phone and home address. We must have a working phone number for emergency notification for every student.

Telephone Use. Telephones in Student Services and Guidance may be used for emergency use only during the school day and after school hours.

Transcripts. To request transcripts, parents should contact the Guidance Department.

Visitors. Columbus city ordinance bans unauthorized visitors from either driving on campus or parking on campus during the school day. Being in the buildings without permission of an administrator is against the law. Students should not invite a visitor to the campus without first clearing it with an administrator. All school visitors, speakers or guests coming to Jordan High must go by the Main Office to be issued a visitor's pass. Visits for strictly social purposes will not be approved. Teachers and students are asked to report suspected trespassers. Trespassers will be turned over to administration and/or police.

Website: You can view the Jordan High website at www.jordanhs.com for a wide range of information about the school. The website is continually updated throughout the school year.

Board Approved (2/17/09) School Calendar
For Elementary/Middle/High Schools
2009-2010

DATE	EVENT
Monday, August 3	Teachers Report
Monday - Wednesday – August 3 - 5	Pre-Planning
Tuesday, August 4	Students Report to Verify Assignments
Thursday, August 6	School Begins; 1st Semester Begins
Tuesday, September 1	Elementary Early Release Day
Monday, September 7	Labor Day: No School for Students/Teachers
Tuesday, September 8	Progress Reports
Tuesday, October 6	Elementary Early Release Day
Thursday, October 8	1 st Nine Weeks Ends (45 days)
Friday, October 9	2 nd Nine Weeks Begins
Tuesday, October 13	Report cards
Friday, October 23	In-service Day-No School for Students
Tuesday, November 3	Elementary Early Release Day
Wednesday, November 11	Veterans Day: No School for Students/Teachers
Thursday, November 12	Progress Reports
Monday – Friday, November 23 – 27	Thanksgiving Break: No School for Students/Teachers
Tuesday, December 8	Elementary Early Release Day
Friday, December 18	1 st Semester Ends; 2 nd Nine Weeks Ends (44 days)
Monday - Friday, December 21 – January 1	Christmas Break: No School for Students/Teachers
Monday, January 4	In-Service Day: No School for Students
Tuesday, January 5	Classes Resume; 2nd Semester Begins
Wednesday, January 6	Report Cards
Tuesday, January 12	Elementary Early Release Day
Monday, January 18	Martin Luther King Jr. Holiday: No School for Students/Teachers
Tuesday, February 2	Elementary Early Release Day
Wednesday, February 3	Progress Reports
Thursday, February 11	In-Service Day: No School for Students
Friday, February 12	Winter Break: No School for Students/Teachers
Monday, February 15	President's Day: No School for Students/Teachers
Tuesday, March 2	Elementary Early Release Day
Friday, March 12	3 rd Nine Weeks Ends (45 days)
Monday, March 15	In-Service Day: No School for Students
Tuesday, March 16	4th Nine Weeks Begins
Tuesday, March 16	Report Cards
Monday – Friday, April 5 – 9	Spring Break: No School for Students/Teachers
Tuesday, April 13	Elementary Early Release Day
Wednesday, April 14	Progress Reports
Friday, April 30	In-Service Day/Weather Make Up Day, If Needed
Tuesday, May 4	Elementary Early Release Day
Wednesday, May 26	2nd Semester Ends; 4th Nine Weeks Ends (46 days) Last Day of School for Students
TBA	Graduations
Wednesday, May 26	Report Cards for Elementary
Thursday – Friday, May 27 - 28	Post-Planning
Friday, May 28	Report Cards for Secondary
Monday, May 31	Memorial Day

ALMA MATER

*With the Carmine and the Grey afloat
On high J.V.H.S.*

*Your name and fame we're shouting
As we cheer you to success.*

*As you march unfaltering forward,
Your future great we hail.*

*May your glory never lessen
And your courage never fail.*

(Chorus)

J.V.H.S.

J.V.H.S.

J.V.H.S.

J.V.H.S.

(Repeat to beginning)

2009-2010 BELL SCHEDULE

Opening Bell	7:35 am
First period	7:45 - 9:20
Morning Announcements	7:45 - 7:55
Class Change	9:20 - 9:25
Channel One	9:25 - 9:37
Second Period	9:37 - 11:05
Class Change	11:05 -11:10
Third Period	11:10 - 11:40
1 ST lunch	11:10 - 11:40
2 nd Lunch	11:40 - 12:10
3 rd Lunch	12:10 – 12:40
4 th Lunch	12:40 - 1:10
Class Change	1:10 – 1:15
Fourth Period	1:15 - 2:45

Advisory Schedule (Tuesday & Thursday)

First Period	7:45 - 9:10
Morning Announcements	7:45 - 7:55
Class Change	9:10 - 9:15
Advisor Period	9:15 - 9:30
Class Change	9:30 - 9:35
Channel One	9:35 - 9:47
Second Period	9:47 - 11:05

Lunch and Fourth period schedules do not change for Advisory schedule.

Consequences for Major Misbehaviors

<p>Fighting/Verbal Altercation</p> <p>1st Offense: 3 days OSS 2nd Offense: 5 days OSS 3rd Offense: 5-10 days OSS Fights of an extremely violent nature (1st or any other offense) will warrant 5-10 days OSS, possible referral to Tribunal and police charges</p>	<p>Smoking/Tobacco Products (Using or Possessing)</p> <p>1st Offense: 1 day OSS 2nd Offense: 3 days OSS 3rd Offense: 5 days OSS 4th Offense: 7 days OSS</p>
<p>Directed Profanity</p> <p>1st Offense: 3 days ISS (depends on the nature) 2nd Offense: 3 days OSS 3rd Offense: 5 days OSS Using vulgarity toward teachers, administrators or staff members can lead to a Tribunal referral.</p>	<p>Throwing Objects (rocks, sticks, etc)</p> <p>1st Offense: Admin Detention 2nd Offense: 1 day ISS 3rd Offense: 3 days ISS 4th Offense: 5 days OSS 5th Offense: OSS</p>
<p>Willful Defiance/Disrespect/Refusal to Follow Directions</p> <p>1st Offense: 3 days ISS 2nd Offense: 5 days ISS 3rd Offense: 3 days OSS 4th Offense: 5 days OSS Consequence may vary depending on circumstances</p>	<p>Dress Code and ID Card</p> <p>1st Offense: Warning 2nd Offense: Administrative Detention 3rd Offense: Lunch Detail 4th -5th Offenses: ISS 6th Offense or more: OSS Rest of day ISS for extremely inappropriate dress</p>
<p>Skipping Class/ Leaving Campus/Unauthorized Area</p> <p>1st Offense: Admin Detention 2nd Offense: 1 day ISS 3rd Offense: 3 days ISS 4th Offense: 5 days ISS 5th Offense and thereafter: OSS</p>	<p>Stealing</p> <p>1st Offense: 1 day OSS (may depend on item) 2nd Offense: 3 days OSS 3rd Offense: 5 days OSS</p>
<p>Inappropriate Showing of Affection</p> <p>1st Offense: 1 day ISS (Refer to Guidance/Call Parent) 2nd Offense: 3 days ISS 3rd Offense: 5 days ISS 4th Offense: 1 day OSS 5th Offense: 3 days OSS</p>	<p>Vandalizing/Damaging School Property</p> <p>1st Offense: 1 day OSS (plus damages/replacement) 2nd Offense: 3 days OSS (plus damages/replacement) 3rd Offense: 5 days OSS (plus damages/replacement)</p>
<p>Sexual Harassment (Verbal, Written or Physical)</p> <p>1st Offense: 3 days OSS (Refer to Guidance) 2nd Offense: 5 days OSS 3rd Offense: 10 days OSS and referral to Tribunal</p>	<p>Bullying (Written/Verbal)</p> <p>1st Offense: 3 days ISS 2nd Offense: 5 days ISS 3rd Offense: 3 days OSS <u>Note:</u> Bullying (1st or any other offense) may result in 10 days OSS, possible Tribunal referral</p>

* * The consequences are subject to vary by the administration. * *

Extra-Curricular Activities, Student Organizations and Sports at JVHS

Spirit Club,
Skills USA,
Art Club,
JGG?

Cheerleading,
Book Club?

**What club(s) should
you join?**

FBLA,
FCCLA,
FCA?

**Which sport(s) should
you play?**

SGA,
SADD,
Spanish Club?

Golf,
Basketball,
Volleyball?



Jordan Vocational High School

Extra-Curricular Activities, Student Organizations and Sports

Extra-Curricular Activities

Academic Decathlon

Advisor(s): Mr. Pollock

Purpose: To compete in the annual MCSD academic decathlon

Eligibility: All students are eligible to join.

Cost: N/A

Art Club

Advisor(s): Mrs. Kittrell

Purpose: To promote the appreciation of art in our school and community through various activities

Eligibility: All students are eligible to join. Meetings will be every Tuesday after school until 4:00 p.m.

Cost: \$5.00

Book Club

Advisor(s): Media Specialists Mrs. Breland and Mrs. Bolles

Purpose: Books club meets during lunch periods. Students bring their lunches to the media center to discuss books that they have read. The student's votes on the books they want to read and then do book talks on the selected books. The purpose is to gather together with fellow students that have a love for reading.

Eligibility: All students are eligible to join.

Cost: N/A

Fellowship of Christian Athletes (FCA)

Advisor(s): Coach Wilson and Mrs. Horne

Purpose: Unite fellow believers to study the Bible, grow as disciples, and be a witness to the school and community.

Eligibility: All students are eligible to join.

Cost: N/A

Freshman Class Officers and Council

Advisor(s): Mrs. Witzke

Purpose: Determine Class Objectives and goals. Plan, organize, and implement class programs.

Eligibility: 9th Graders

Cost: \$5.00

Green Team

Advisor(s): Mr. Pollock

Purpose: To beautify the grounds of Jordan High School

Eligibility: All students are eligible to join.

Cost: N/A

Jobs for Georgia Graduates (JGG)

Advisor(s): Mrs. Carpenter

Purpose: Prepare seniors to transition from the world of school to work.

Eligibility: 12th graders

Cost: N/A

Math Team

Advisor(s): Mrs. Perryman

Purpose: Compete in math tournaments.

Eligibility: All students are eligible to join.

Cost: N/A

Red Jacket Spirit Club

Advisor(s): Mrs. McCoy

Purpose: The Red Jacket Spirit Club helps support our athletes and students. The members organize cheering groups, recognize and show appreciation to all athletes, and many more exciting ventures!

Eligibility: All students are eligible to join.

Cost: N/A

Scuba Club

Advisor(s): Mr. Pollock

Purpose: To interest students in the outdoors through activities like scuba diving, snorkeling, snake hunting, boating, and ETC.

Eligibility: All students are eligible to join.

Cost: N/A

Senior Class Officers and Council

Advisor(s): Mrs. Strickland

Purpose: Determines class objectives and goals. Plan, organize, and implement class programs.

Eligibility: 12th graders

Cost: \$25.00

Sewing Club

Advisor(s): Mrs. McCoy

Purpose: To teach students how sew or repair their own garments.

Eligibility: All students are eligible to join.

Cost: No membership fee but members must be able to purchase their own fabric and sewing supplies. There is a possibility of having fund raisers to help members with purchasing fabric and sewing supplies.

Sophomore Class Officers and Council

Advisor(s): Mrs. Torres

Purpose: Determines class objectives and goals. Plan, organize, and implement class programs.

Eligibility: 10th Graders

Cost: \$10.00

Spanish Club

Advisor(s): Mrs. Andrews

Purpose: to inform and excite students about world languages and cultures.

Eligibility: All students are eligible to join.

Cost: \$5.00

Student Government Association (SGA)

Advisor(s): Mrs. Johnson and Mrs. Foxworth

Purpose: To promote positive activities for the student population and to teach leadership skills for those involved.

Eligibility: All students are eligible to join.

Cost: \$10.00

Student Organizations

Automotive Skills USA

Advisor(s): Mr. Harris and Mr. Woodard

Purpose: Help prepare students for the workforce and give them an awareness of other people's expectations of them. These students will be more prepared for life because of taking part in Skills-USA.

Eligibility: All students are eligible to join.

Cost: \$14.00

Engineering Skills USA

Advisor(s): Mr. Graham

Purpose: To prepare students for careers in the fields of Architecture, Engineering or any other related field. In addition, help students develop ethical and professional skills that meet

standards established by business and industry. Thus, by the time of graduation, students will have tangible marketable skills when seeking employment and/or furthering their education.

Eligibility: Open to all students and active Skills USA members.

Cost: Annual membership \$14.00

Family, Career and Community Leaders of America (FCCLA)

Advisor(s): Mrs. McCoy

Purpose: FCCLA is a dynamic and effective national student organization that helps young men and women become strong leaders in families, careers and communities. The members develop, organize and carry out projects that address important personal, family, career and societal issues.

Eligibility: All students are eligible to join.

Cost: \$15.00

Future Business Leaders of America (FBLA)

Advisor(s): Ms. Gaddy, Mrs. Brewer, and Mrs. Strickland

Purpose: Largest business career student organization in the world. FBLA prepares students for careers in business. Its mission is to bring business education together in a positive working relationship through innovative leadership and career development programs.

Eligibility: All students interested in learning about business.

Cost: \$10.00 per year

Junior Civitan

Advisor(s): Mrs. McCoy

Purpose: To develop initiative and leadership, and to encourage young people to live a fuller life enriched by unselfish service to others, focusing upon daily living of the Golden Rule in all human relationships by precept and example.

Eligibility: All students are eligible to join.

Cost: \$15.00

National Honor Society (NHS)

Advisor(s): Mrs. Strickland

Purpose: NHS is the nation's premier organization established to recognize outstanding high school students that have demonstrated excellence in the areas of scholarship, leadership, service, and character are honored induction into this outstanding organization.

Eligibility: 11th and 12th grade students with a 93 or above GPA and must be selected by faculty committee.

Cost: \$10.00 per year

National Technical Honor Society

Advisor(s): Mrs. McCoy

Purpose: To honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership.

Eligibility: Student membership is open to students who are enrolled in career & technical programs and an active member of FBLA, FCCLA, Skills USA or enrolled in ROTC. Each student must meet the qualifications set by the school before they are invited to join the society.
Cost: \$30.00 for life

Sports

Baseball

Coaches: Coach Dimitri and Coach Miller

Boys Basketball

Coaches: Coach Turner, Coach Miller and Coach Wilson

Requirements: Athlete must be academically eligible, have an up to date physical on file, and a parent permission form completed by the parent.

Season of Sport: Winter

Practice Requirements: Monday – Wednesday & Thursday from 5 to 7.

Cost: N/A

Boys Golf

Coach: Coach Harris

Requirements: A willingness to play and learn the sport

Season of Sport: Spring

Practice Requirements: 3 days a week

Cost: N/A

Boys Soccer

Coach: Coach Hundley

Cheerleading

Coach: Ms. Lindsey

Requirements: Must have a physical and be in good standing as a student.

Season of Sport: Fall and Winter

Practice Requirements: 3-5 p.m.

Cost: \$250.00

Cross Country

Coach: Coach Wilson

Football

Coach: Coach Nurnberg

Girls Basketball

Coaches(s): Coach Wojciechowski, Coach Hundley

Requirements: Pass 3 out of 4 classes in previous semester and on track to graduate.
Season of Sport: Winter
Practice Requirements: Practice every day 3-5 in season and over summer as well.
Cost: N/A

Girls Golf

Coach: Coach Wohler
Requirements: Be in good academic standing and provide your own transportation to the golf course.
Season of Sport: Spring
Practice Requirements: Provide your own transportation to the golf course.
Cost: N/A (unless athlete would like to purchase their own shirt)

Girls Soccer

Coach: Coach Wojciechowski

Rifle/Drill Team

Coaches: Major Kellett and 1st Sgt. Holcombe

Softball

Coach: Coach Wilson

Tennis

Coach: To be determined

Track – Boys and Girls

Coach: Coach Scott

Volleyball

Coach: Coach Barnes
Requirements: 9th-11th grade; no prior knowledge of how to play volleyball is necessary.
Season of Sport: Fall
Practice Requirements: None
Cost: Participates must purchase practice uniform, socks, knee pads, and gym bag.

Wrestling

Coach: Coach Scott