

Home of the Red Jackets

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

Amy Wohler
Principal

Jane Anthony
Assistant Principal

Ronald Taylor
Assistant Principal

Ben Braaten
Grant Administrator

Jana Rudd
Guidance Director

Amy Strickland
Graduation Coach

Promoting Achievement for a Successful Future

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Mission Statement

Jordan High School exists to graduate students of honorable character, contributors to society, effective communicators, and life-long learners.

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 members 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.

TESTING INFORMATION

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

Georgia Milestones EOC: EOC tests will be given in Algebra I, Geometry, 9th Grade Literature/Composition, American Literature/Composition, Biology, Economics, Physical Science and U.S. History. The test score will represent 20% of the final grade.

Preliminary Scholastic Aptitude Test (PSAT): The PSAT is given in October of each year to all 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, as well as possibly qualifying for National Merit Scholar designation.

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 **7:40** a.m. bell rings. If you arrive at school by 7:20 a.m., you are allowed to enter the cafeteria to eat breakfast or go to the gym. **No food or drink are to be taken out of the cafeteria.** All school rules are in effect once you arrive on campus.

EXPLANATION OF POLICIES

Cell Phones and Other Electronic Devices: Cell phones are not to be used on campus. During classroom instructional time, students are permitted to use personal electronic communication devices only as requested/required by an instructor, and only for academic purposes. No personal earbuds/headphones are to be used on campus. If headphones are required, teachers will provide them.

Consequences:

1st Offense: Earbuds/cell phone is confiscated and turned into the office. Student may pick it up at the end of the day.

2nd Offense: Earbuds/cell phone is confiscated and turned into the office and must be picked up by a parent.

3rd Offense: Earbuds/cell phone is confiscated and turned into the office and must be picked up by a parent. Student is assigned Lunch Detention.

4th Offense and Beyond: Same as 3rd Offense and Principal's discretion.

The Muscogee County School District will provide parents or guardians and their children access to a telephone line for communication in the Guidance Office. Every effort is made to support and facilitate such parent/child communication.

MCSD personnel are not expected to search for items that students have lost after they elect to bring them to school and personnel will not be responsible for the value of a phone or other device in the event of an unintentional damage, loss or theft of the phone or device. Parents should consider this carefully when sending devices to school with their child/children. School administrators may exercise discretion to deny student use of electronic devices.

Electronic devices may not be used during testing.

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-peer 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 representative visitation, financial aid, testing and test interpretation.

Parent Conferences: 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. Conferences are to be set up by their grade level counselor. (Seniors – Mrs. Strickland, Juniors – Mrs. Rudd, Sophomores – Dr. Clemons, Freshmen – Mr. Masters)

Student Schedules and Schedule Changes: Students receive their schedule at the beginning of the school year. On the first day of school students are to report to their advisors to pick up their schedule. Students are expected to follow that schedule for the entire year. If there are problems with a student's schedule, please see your homeroom 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 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.

All schedule change requests must be routed through your grade level counselor.

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 whenever possible in an attempt to cause fewer 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.
- 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 requesting 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.

Weekly Progress Reports: Parents should contact their student's counselor if they wish 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 the day the student returns to school. Once the excuse is verified, the absence will be marked excused in Infinite Campus.

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:

- 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 [5] times per year. Thereafter, only valid excuses (doctor appointments, directed court appearances, etc.) can be submitted for the absence to be excused.
- Someone in the student's immediate family has a serious illness or death.
- The student is absent for a recognized religious holiday.
- The student's absence is mandated by a governmental agency.
- The student is participating in a school related activity at another location. The absence must be pre-approved by an administrator.
- 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 unless approved by administration.

Excessive Absences: A student who misses seven or more days of school during one year will be considered excessively absent. Students who miss more than fifteen days from school are subject to losing credit for their course work. These students may have the opportunity to make up seat time to regain credit during Saturday School. Students who check out during the day will be marked absent from all classes that are missed and if the total class absences exceed fifteen, the student may risk losing credit in individual classes.

Tardiness: Any student who arrives on campus after 7:50 a.m. must check in through the Attendance 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. Students who have more than three unexcused tardies to school, per nine weeks, will be assigned Lunch Detention.

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

- Report to the Main Office before you go to any other places in the building.
- 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 five (5) 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.
- You will receive an admit slip that documents the time you arrived and whether the tardiness is excused or unexcused. This is your pass to class and must be presented to the teacher when entering the classroom.

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. If a student checks out through the clinic due to the parent being called to pick the student up, the check-out will be excused.

Any student checking out to drive themselves to an appointment should turn in to the Attendance Office a note signed by a parent with the date, time, contact number and type of appointment at the beginning of school. All check-outs are unexcused until an official note is brought back, except through the clinic.

Students 18 years or older will not be allowed to checkout without parental/guardian consent.

Any student who arrives on campus 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.

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 school work. The parent must contact the grade level counselor to make arrangements for these services.

Withdrawing from school: Any student withdrawing from Jordan High School for any reason must bring a parent or guardian to the 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.

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 I: Offenses are documented and handled by the classroom teacher.

- Failure to follow classroom directions
- Lack of class materials
- In the hallway with no hall pass
- Failure to stay for teacher detention
- Throwing objects in class
- Minor class disruptions
- Refusal to complete class and homework assignments
- Sleeping in class
- Tardy to class
- Excessive talking
- Horse playing
- Electronic devices (MP3, IPOD, PSP, etc.)
- Chewing gum, eating or drinking
- Improper dress
- Out of seat
- Cheating

Level II: Offenses referred through Infinite Campus Behavior Referral:

- Repeated Level I offenses
- Refusal to surrender cell phone
- Disrespect/defiance
- Rude/argumentative
- Profanity toward a student
- Failure to stay for lunch detention
- Failure to stay for teacher detention
- Leaving class/school without permission
- Using abusive language or gestures toward another student
- Sexual Misconduct
- 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
- Repeated dress code violations
- Inappropriate display of affection
- Forgery

Level III: Offenses referred through Infinite Campus Behavior Referral:

- Directed profanity toward a teacher
- 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

Disruptive 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, or insignia of gangs may be worn. Clothing with sexual innuendoes will not be permitted. Fake alcohol or drug advertisement is not allowed.

Camouflage clothing or paraphernalia of any kind will not be allowed on campus unless it is part of the uniform for an official school sponsored activity such as JROTC.

A student who wears clothing that is not in compliance with the school dress code may be offered a change of clothing from the school clothing bank or placed in In-School Suspension for the remainder of the day.

A. HATS

- No hats or headwear (including hoods on sweatshirts) in the building with the exception of days approved by administration.

B. SHIRTS

- No halter tops, spaghetti straps, tube tops, tank tops, net or see-through tops or revealing tops
- No low cut tops revealing cleavage
- A student who wears a shirt that is not in compliance with the school dress code may be required to wear a school t-shirt for the day

C. PANTS

- No revealing pants. No sagging pants or over-sized pants below waist line; **NO SAGGING**
- Underwear cannot be exposed or seen when sitting or standing
- No pajama pants are allowed

D. SKIRTS AND DRESSES

- No shorter than 3 inches above the knee.
- If a skirt or dress is designed with a slit, the top of the slit must be no shorter than 3 inches above 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.

F. SHOES

- Must be worn at all times.
- No bedroom slippers.

***Addendum to SHOES**

- No rubber slides or shower shoes.

G. JEWELRY

- No jewelry with reference to gangs, drugs, hate, violence, race or sex.
- Chains on a belt, wallet, key ring, 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. No student may:

- Possess any weapon or instrument designed to do bodily harm including a knife of any length.
- Possess, drink or be under the influence of alcoholic beverages.
- Use, furnish, sell, possess or be under the influence of any narcotic, hallucinogenic or dangerous drug.
- Commit an act of defiance, either in language or action, against a faculty or staff member.
- Forge, falsify, alter or illegally possess school forms or use forged notes or excuses.
- Tamper with fire-fighting equipment or emergency alarm systems.
- Write on or deface school property.
- Use vulgar language.
- Gamble in any manner, including playing cards or throwing dice.
- Engage in physical or verbal altercations.
- Leave campus during lunch or at any time during the school day.
- Loiter or wander in the halls during the assigned lunch period.
- Throw food or remove food or drinks from the cafeteria.
- Run, play or horseplay in the halls. Unnecessary noise and boisterous behavior will not be tolerated.
- Behave in any manner that threatens the safety, security or well being of other students, faculty or other school personnel.
- Participate in or attend extracurricular activities sponsored by the school if the student is out-of-school suspended or at AIM.
- Fail to abide by the classroom rules of each of their teachers.
- Engage in inappropriate display of affection such as kissing or embracing.
- Enter the teachers' lounges or workrooms located in the Main Building and Annex.
- Go to the student parking lot without a pass from an administrator.
- Smoke, use or possess tobacco products.
- Tamper with a computer or any other form of technology that is the property of school.

CONSEQUENCES

Lunch Detention: Students who are placed in Lunch Detention will be given a detention reminder and should report to the designated room during their lunch period. Students who skip Lunch Detention may be assigned ISS.

In-School Suspension (ISS): Students will be assigned to ISS for specified dates. While assigned to ISS, students will complete all 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 OSS. Students are not allowed to possess cell phones while in ISS. The ISS Coordinator will label the phone, secure it and return it to the student at the end of each day (or period) assigned.

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 the appropriate office prior to attending class. *While assigned OSS, a student **may not** attend or participate in extra-curricular activities, including practices, competitions, games, meetings, etc.*

Jordan Academic Mentoring (JAM) Program: Students may be assigned to JAM to provide academic services for enrichment students who have out-of-school suspension as a result of a disciplinary action. Sessions are offered daily from 3:30-5:00 in room 132.

Teacher Detention: Students may be required to stay after school for misconduct in the classroom. All students who are assigned detention will be given a written 24 hour notice to arrange transportation. If the student does not serve teacher detention 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 an Office Discipline Referral

Consequences for Major Misbehaviors Consequences are subject to variation by administration.	
Physical/Verbal Altercation	Smoking/Tobacco Products
1 st Offense: 1-3 days OSS 2 nd Offense: 5 days OSS 3 rd Offense: 5-10 days OSS Fights of an extremely violent nature (1 st or any other offense) will warrant 5-10 days OSS, possible referral to Tribunal and police charges.	1 st Offense: 1-3 days ISS 2 nd Offense: 5 days ISS 3 rd Offense: 1 day OSS 4 th Offense: 3 days OSS
Directed Profanity	Throwing Objects
1 st Offense: 1-3 days ISS (depends on the nature) 2 nd Offense: 3 days OSS 3 rd Offense: 5 days OSS Using vulgarity toward teachers, administrators or staff members can lead to a Tribunal referral.	1 st Offense: Lunch Detention 2 nd Offense: 1 day ISS 3 rd Offense: 3 days ISS 4 th Offense: 5 days ISS 5 th Offense: OSS thereafter
Defiance/Disrespect/Refusal to Follow Directions	Dress Code
1 st Offense: 1-3 days ISS 2 nd Offense: 5 days ISS 3 rd Offense: 3 days OSS 4 th Offense: 5 days OSS Consequence may vary depending on circumstances	1 st Offense: Warning 2 nd Offense: Lunch Detention 3 rd Offense: Cafeteria Detail 4 th -5 th Offenses: 1 day ISS 6 th Offense or more: 2 days ISS Rest of day ISS for extremely inappropriate dress
Skipping Class/ Leaving Campus/Out of Place	Stealing
1 st Offense: Lunch Detention 2 nd Offense: 1 day ISS 3 rd Offense: 3 days ISS 4 th Offense: 5 days ISS 5 th Offense: OSS thereafter	1 st Offense: 1 day OSS (may depend on item) 2 nd Offense: 3 days OSS 3 rd Offense: 5 days OSS
Sexual Harassment (Verbal, Written or Physical)	Vandalizing/Damaging School Property
1 st Offense: 3 days ISS (Refer to Guidance/notify parent) 2 nd Offense: 5 days ISS 3 rd Offense: 3 days OSS 4 th Offense: 5 days OSS; possible Tribunal referral	1 st Offense: 1 day OSS (plus damages/replacement) 2 nd Offense: 3 days OSS (plus damages/replacement) 3 rd Offense: 5 days OSS (plus damages/replacement)
Inappropriate Display of Affection	Bullying (Written/Verbal)
1 st Offense: 1 day ISS (Refer to Guidance/Notify parent) 2 nd Offense: 3 days ISS 3 rd Offense: 5 days ISS 4 th Offense: 1 day OSS 5 th Offense: 3 days OSS	1 st Offense: 3 days ISS (Refer to Guidance and notify parent) 2 nd Offense: 5 days ISS (Refer to Guidance and notify parent) 3 rd Offense: 3 days OSS (Mandatory parent conference) Note: Bullying (3rd offense) may result in 10 days OSS and possible Tribunal referral

DEFINITIONS

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 cheating they are subject to disciplinary action.

Accident: 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 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 before or after school for additional help. A tutoring schedule will be posted throughout the school.

Authorized-Use Policy (AUP): A student must have an AUP form completed 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.

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.

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 sponsor 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 the attendance office 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 Attendance 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. No deliveries of flowers, balloons, etc. are allowed for students.

Fines: Student must pay all fees 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 three (3) school days. **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.

Hall Passes: No student should be in the hall without a legitimate pass. If a student is found in the hall without a hall pass, he is subject to disciplinary actions. Students are encouraged to use their time between class changes wisely.

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 may be withdrawn to their Home School.

Lockers: 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. *Students are not allowed to share lockers.*

Lost and Found: Students are to check lost and found for personal items lost in the main office.

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 may be withdrawn to their home school.

Media Center Services: The Media center hours are 7:30 a.m. - 3:25 p.m. A pass from a teacher is required to visit the Media Center during school hours. A pass is also required during the student's lunchtime; one may be obtained from a teacher prior to lunch. 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 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.

Parking Permits: All students who drive to school are required to park in the student parking lot which is located off 32nd street near the gym. Parking permits may be obtained from the main office. The cost of the permit is **\$10.00**. It must be displayed in the front windshield of the vehicle. 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.

Once arriving on campus, students are to leave their vehicles and move to the classroom 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 possible 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) to school.

Progress Reports: Official progress reports will be printed on the dates mandated by MCSD. The student will receive a printed, computer generated progress report to include all classes. 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: Report cards are issued at the end of each nine weeks grading period. Achievement, effort, attendance and teacher comments are recorded.

Once grades for a quarter's report card have been posted, no more retakes or missing work can be submitted for that particular quarter. Grades on a printed report card are final, with no changes permitted. Due dates for final grade completions and submissions will be widely publicized.

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.

Daily Schedule of Students:

7:40 a.m.	Students may enter the building.
7:45 a.m.	Students move to class.
7:50 a.m.	Tardy Bell.
3:25 p.m.	End of school day for students.

Students are required to go to the cafeteria or gym when they arrive on campus before 7:40am. Students will be allowed in the building before 7:40 only if they have a pass from a teacher or an administrator. If students are not under the direct supervision of a teacher or coach after school, they must leave the campus immediately. Failure to do so may result in disciplinary action.

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 Guidance may be used **for emergency use only** during the school day and after school hours.

Transcripts: To request transcripts, students 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 building 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 immediately report suspected trespassers to the office. Trespassers will be turned over to administration and/or police.

Website: You can view the Jordan High website at <http://sites.muscogee.k12.ga.us/jordan/> for a wide range of information about the school. The website is updated throughout the school year.

2016-2017 BELL SCHEDULE

ILT	7:50	8:20		30 minutes
<i>Class Change</i>	<i>8:20</i>	<i>8:25</i>		
1st Period	8:25	9:15		50 minutes
<i>Class Change</i>	<i>9:15</i>	<i>9:20</i>		
2nd Period	9:20	10:10		50 minutes
<i>Class Change</i>	<i>10:10</i>	<i>10:15</i>		
3rd period	10:15	11:05		50 minutes
<i>Class Change</i>	<i>11:05</i>	<i>11:10</i>		
4th period	11:10	12:40		90 minutes (includes 30 minutes for lunch)
	<i>lunch</i>			
	<i>1st</i>	<i>11:10</i>	<i>11:40</i>	
	<i>2nd</i>	<i>11:40</i>	<i>12:10</i>	
	<i>3rd</i>	<i>12:10</i>	<i>12:40</i>	
<i>Class Change</i>	<i>12:40</i>	<i>12:45</i>		
5th period	12:45	1:35		
<i>Class Change</i>	<i>1:35</i>	<i>1:40</i>		
6th Period	1:40	2:30		50 minutes
<i>Class Change</i>	<i>2:30</i>	<i>2:35</i>		
7th Period	2:35	3:25		50 minutes

Jordan High School Netbook Policies and Procedures

TAKING CARE OF SCHOOL NETBOOKS

General Guidelines

- Students are responsible for the general care of the netbook they use in each class.
- If netbook damage occurs and is deemed intentional by principal or his designee, the student will face disciplinary action.
- Cords, cables and removable storage devices should be inserted carefully into the netbook.
- Students should never carry netbooks while the screen is open.
- Netbook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
 - Do not lean on the top of the netbook when it is closed.
 - Do not place anything near the netbook that could put pressure on the screen.
 - Do not poke the screen with your fingernail or with a pen.
 - Do not place anything on the keyboard before closing the lid (ex. pens or papers).
- Students are responsible for their ethical and educational use of the technology resources of MCSD. Each student and parent will be required to follow the required Netbook User Agreement and the MCSD Acceptable Use Policy, as well as all other MCSD policies.

- MCSD has purchased filtering software which is designed to help monitor internet usage and all websites that are accessed. This software blocks inappropriate sites and also logs a history of every site that each user accesses. If a site gets by the filter, MCSD can immediately add it to the filter to be blocked. This software monitors and filters websites when the student is not on the school network. Students who attempt to find inappropriate sites will be redirected to the principal's office for disciplinary actions.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses.
- Any attempt to repair, reconfigure the netbook, alter data or files of another user will be considered an act of vandalism and subject to disciplinary action.
- Teachers have a right to manage and/or restrict student use of the netbook, software and internet within the confines of their classroom.

PRIVACY AND SAFETY

- Do not participate in chat rooms or send chain letters.
- Do not open, use or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers password or passwords to other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a parent, teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- Do not attempt to bypass or circumvent security protocols (firewalls, proxy servers, etc.).

Netbook Identification

- Students will not remove MCSD Property stickers, Windows Product Key or serial number sticker.

Password Protection

- Students are expected to use and keep their logon password confidential.
- Disciplinary action may result due to actions of an unauthorized user.

ALMA MATER

*With the Carmine and the Grey a floating
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)