



Student Handbook 2022-2023

School Colors: Carmine and Grey

School Mascot: The Red Jacket

Jordan Vocational High School College and Career Academy

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TABLE OF CONTENTS

INTRODUCTION	3
RED JACKET HISTORY	3
COLLEGE AND CAREER ACADEMY	4
MISSION, VISION, AND VALUES	5
PROFILE OF A JORDAN GRADUATE	6
ARRIVAL AND DISMISSAL PROCEDURES	7
ATTENDANCE POLICIES	7
GUIDANCE AND COUNSELING SERVICES.....	9
TESTING INFORMATION	11
EXPECTATIONS OF STUDENTS	13
MOBILE DEVICES AND MOBILE ACCESSORIES.....	13
DISCIPLINE POLICIES	14
DRESS AND GROOMING RESTRICTIONS	16
RESTRICTIONS OF STUDENTS	18
CONSEQUENCES.....	18
DEFINITIONS.....	19
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS).....	22
CHROMEBOOK POLICIES & PROCEDURES.....	24
SCHOOL NUTRITION PROGRAM (SNP)	25
ALMA MATER.....	29
CLASS DUES/PACKAGE INFORMATION.....	30

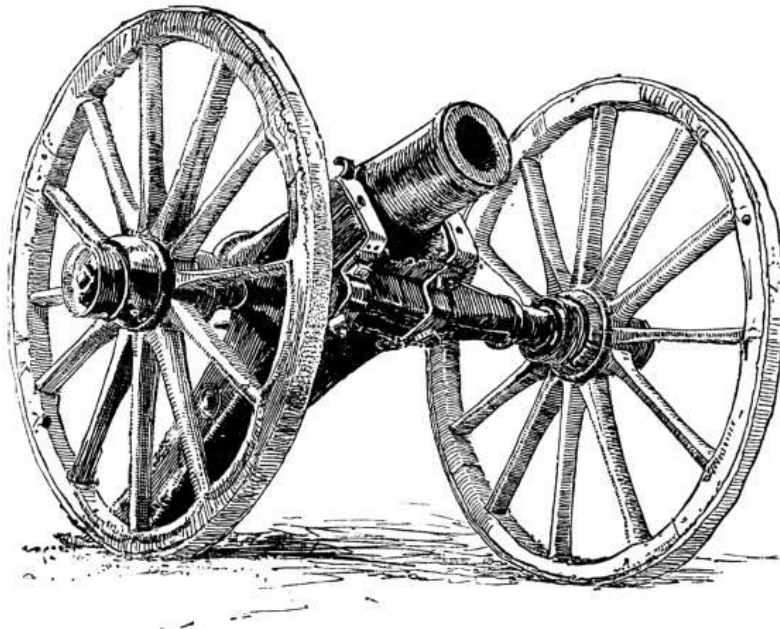
INTRODUCTION

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 rests in the Columbus Ironworks Trade and Convention Center.

For many years two cannons sat on the front lawn of Jordan Vocational 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.



COLLEGE AND CAREER ACADEMY

Jordan Vocational High School College and Career Academy (JVHS-CCA) has become the community's catalyst to connecting public education in a responsive way to the workforce needs in our community. JVHS-CCA is designed to use a collaborative approach to academic and career education. Moreover, JVHS-CCA will be operated following the Wall-to-Wall academy model in which all students will complete at least one secondary CTAE Career Pathway and have an option to complete at least one post-secondary Technical Certificate of Credit (or higher) within one of the three "Schools" that comprise JVHS-CCA (see below). Each School is a small learning community overseen by an Assistant Principal and Counselor that will support each student's development from a whole-child perspective.

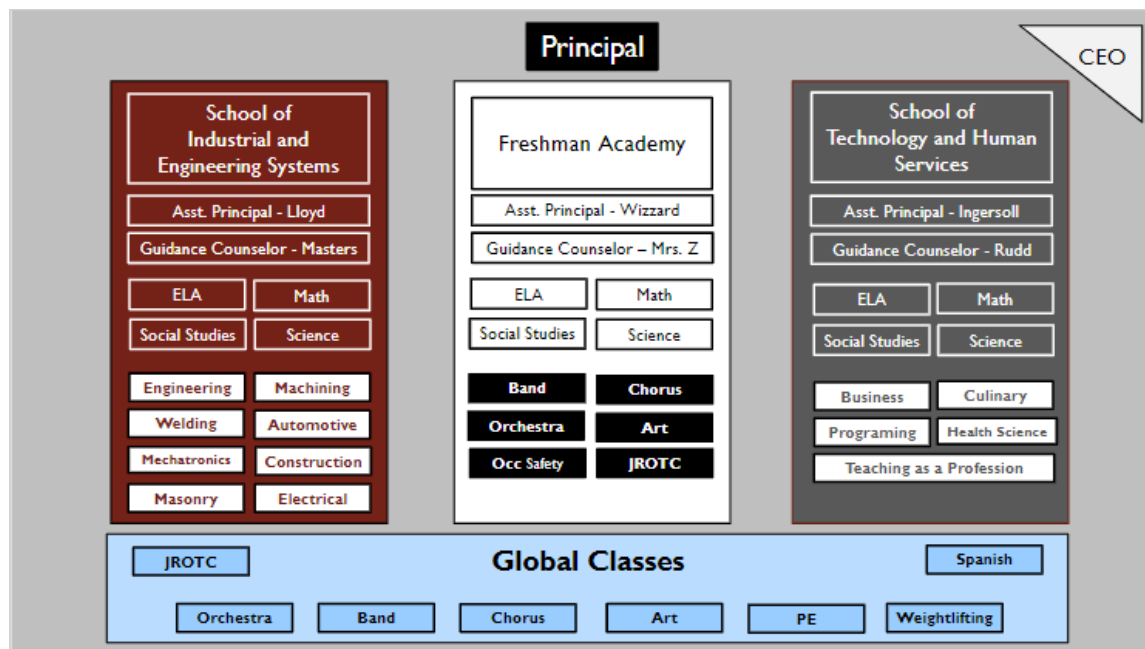
Freshman Academy: Serving all freshmen with the Tools for College Success curriculum; continues their counseling and engagement through Youscience, mentoring, career coaches, counseling, and wrap-around community services; and helps them select and enroll in one of the schools below starting in Grade 10.

School of Industrial and Engineering Systems: includes the following CTAE pathways: Construction, Machining, Welding, Architectural Drafting and Design, Mechatronics, Automotive, and Engineering.

School of Technology and Human Services: includes the following CTAE pathways: Culinary Arts, Business Education, Teaching as a Profession, Health Science, and Computer Programming.

Global Courses: JROTC, Band, Orchestra, Chorus, Art, P.E., and Foreign Language(s)

Jordan Vocational High School College and Career Academy Organizational Structure



JVHS CCA - Mission

The mission of JVHS CCA is to create an environment where teachers teach, students learn, parents participate, and our community entrusts that our students will be present, prepared, and professional upon graduation.

JVHS CCA – Vision

- Academic Excellence
 - Being present, prepared, and professional
 - Attempting all assigned work/tasks
 - Seeking help if and when needed
- Respect for self and others
 - Respect yourself first
 - Respect others and their property
 - Accepting responsibility for actions (positive and negative)
- Servant Leadership
 - Community Service
 - Be a positive ambassador for JVHS CCA in the community

JVHS CCA – Values

1. Own and be transparent about who, what, and where we are as a school. *(data-driven)*
2. Create a family culture that supports, develops, and retains faculty and staff and creates a culture of excellence for our students. *(support)*
3. Celebrate staff and students early and often. *(recognition)*

The Profile of Jordan Graduate

Effectively listen, communicate, and interact with others

- Establish confidence of personal voice
- Formulate and defend opinions
- Develop and maintain positive relationships
- Advocate for self and others
- Respect and value the opinions of others

Genuinely exhibit qualities of honorable character

- Present positive attitude
- Maintain high levels of integrity
- Demonstrate respect
- Portray sensitivity and compassion for others
- Accept responsibility for personal actions
- Operate in responsible behavior

Continuously seek and apply knowledge and understanding

- Master and integrate core academic skills: English language arts, math, social studies, and science
- Define problems and create solutions
- Apply knowledge and skills to real-world situations
- Pursue continuous learning
- Identify, pursue, and persist in achieving personal goals

Successfully apply mastered college and career skills

- Exhibit strong work ethic
- Demonstrate time- and money- management skills
- Maintain a sense of punctuality
- Communicate effectively
- Employ self-control and conflict-management skills
- Maintain appropriate personal appearance for college classroom and workplace
- Work collaboratively with others

Actively engage in and contribute to a local and global community

- Demonstrate leadership skills
- Contribute to the well-being of others
- Understand, respect, and interact productively with varying cultures
- Develop awareness of local, national, and world issues and events and their impact
- Fulfill personal and financial responsibilities

Arrival and Dismissal Procedures

Before School: Students **are not** allowed to enter the building before the **8:05** a.m. bell rings. Beginning at 7:30 a.m., you are allowed to enter the cafeteria to eat breakfast or go to the courtyard area between the main building and cafeteria. In inclement weather, the gym will be used as a secondary area for students. Students should not arrive on campus prior to 7:30 a.m. **No food or drink are to be taken out of the cafeteria.** All school rules are in effect once you arrive on campus.

Daily Schedule of Students:

8:05 a.m.	Students may enter the building
8:10 a.m.	Tardy Bell (report to attendance office for a pass)
3:25 p.m.	Dismissal Bell

After School: If students are not under the direct supervision of a teacher or coach, they must leave the campus immediately after the 3:25 p.m. bell. Failure to do so may result in disciplinary action.

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 [3] times per semester. 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 semester will be considered excessively absent. These students may have the opportunity to make up seat time to regain credit during after-school tutoring during designated times throughout the school year. 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, the student may risk losing credit in individual classes.

Tardiness:

1. **All students must be in their class prior to the 8:10 a.m. bell or they are considered to be tardy to school.** Tardiness will be unexcused unless the student has a doctor's note or court document. Oversleeping, car trouble, running errands, missing the bus, dress code violations, etc. are unexcused.
2. Students may not check in after 12:30p without a parent/guardian.
3. Tardy students that fail to check in through the Attendance Office prior to going to class will be considered to be skipping and will be subject to disciplinary action.
4. 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 semester, will be reported to our Guidance department for intervention and parent contact.

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

- Report to the Attendance Office before you go to any other places in the building.
- 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 per semester.** 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. According to MCS D policy, students cannot be checked out after 2:55p.

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.

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.

Guidance Staff:

- Counselor- Freshman Academy – Ms. Zitzelberger
- Counselor- Industrial and Engineering Systems – Mr. Masters
- Counselor- Technology and Human Services – Ms. Rudd (Guidance Director)
- Guidance Clerk- Ms. Rollier
- Graduation Coach- Ms. Strickland
- Dual Enrollment Liaison- Mr. Brock

Parent Conferences: If parents are concerned about their child's academic achievement or behavioral concerns, 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 assigned counselor.

Student Schedules and Schedule Changes: Students receive their schedule at the beginning of each semester. On the first day of school students are to report to their 1st block class. Students are expected to follow that schedule for the semester. If there are problems with a student's schedule, please see your teacher, guidance counselor, and/or 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 legitimate 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 "School of" counselor and 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 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(s).
- Parents requesting verification of enrollment letters for their children must call the “School of” counselor and schedule an appointment. Parents must present a picture ID in order to obtain such documentation.

Student Progress Monitoring: Parents are strongly encouraged to contact the Attendance Office to gain access to the Parent Portal to monitor their student’s grades.

Grade-level Classification: Grade-level classification is determined by the number of units of credit earned. MCSD graduation for block scheduling is based on 27 units of credit. Students will be promoted from grade to grade as follows:

- 10th grade: one year in high school and 6 credits
- 11th grade: two years in high school and 13 credits
- 12th grade: three years in high school and 20 credits

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. All fines must be paid and all school materials (i.e., textbooks, technology and associated accessories, etc.) must be returned before withdrawal is complete. The withdrawal process takes a minimum of one school day to complete.

Credit Requirements for Graduation: The number of credits needed for graduation depends on the year a student entered the ninth grade.

Year student entered 9 th grade:	Number of credits needed to graduate
2018-2019	25
2019-2020	27
2020-2021	27
2021-2022	27
2022-2023	27

Grading Components:

NOTE: All grades are on a 100-point scale

55% - Summative Assessments

30% - Formative Assessments

15% - Professionalism Grade

TESTING INFORMATION

ASVAB: The ASVAB is a career inventory test given to interested juniors and select seniors in the month of October.

Advanced Placement (AP) Exams: More than 90 percent of four-year US colleges give students credits and/or advanced placement on the basis of AP Exam scores. AP courses can help students acquire the skills and habits needed to be successful in college. Students have the opportunity to improve writing skills, sharpen problem-solving abilities, and develop time management skills, discipline, and study habits. Research shows that students who take AP are much more likely than their peers to complete a college degree on time.

Georgia Milestones EOC: EOC tests will be given in Algebra I, American Literature/Composition, Biology, and U.S. History. The test score will represent 20% of the final grade for the course.

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 early in their 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: Students are provided only two SAT waivers and two ACT waivers for the duration of their high school career. 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. Students are to go to the Guidance Department for waiver information.

End-of-Pathway Assessment (EOPA): An assessment used to measure the technical skill level of students participating in career and technical education (CTAE) courses. Obtaining such skills will potentially provide students with increased opportunities to earn industry-validated credentials while still in high school and possibly lead to increased earning potential throughout the student's career. Students are tested once they have completed the first two courses in a pathway and are enrolled in the third course.

YouScience: A unique career discovery profile designed to help students better understand their natural abilities, broaden awareness of career opportunities, and make more informed decisions about their individual pathway from school to career.

Final Exams: All JVHS CCA classes that **do not** have a GMAS EOC exam will have a final exam. These exams are required and demonstrate the level of knowledge and achievement you have gained

during that course. It is also a benchmark assessment for our teachers to adjust instructional practices to meet the needs of our students.

DUAL ENROLLMENT

Dual Enrollment provides opportunities for high school juniors and seniors to enroll in post-secondary institutions to earn both high school and college credits simultaneously. Approved college on-line courses can also be taken that meet high school graduation requirements, which must be met. Funding for Dual Enrollment is provided through the local school system's equivalent (FTE) program count as determined by the Georgia Department of Education. Classes do not count against the HOPE Scholarship or Grant hours. Summer school is now allowed for Dual Enrollment participation. All guidelines are subject to current legislation.

Step 1: Email your "school of" counselor and our Dual Enrollment Liaison to schedule a meeting to determine eligibility.

School of Technology and Human Services

Rudd.Jana.R@muscogee.k12.ga.us
(706) 748-2819

School of Industrial and Engineering Systems

Masters.Brandon.Q@muscogee.k12.ga.us
(706) 748-2819

Dual Enrollment Liaison

Brock.John.W@muscogee.k12.ga.us
(706) 748-2819

Work-Based Learning (WBL)

Work-Based Learning is designed to continue educational training in a career related pathway. The program helps students discover how what they learn in the classroom is applied to a career goal. Placement in the program allows students to earn high school credit while also earning real-world work experience. Work-based learning includes internships, mentoring, and apprenticeship.

Requirements:

- Junior or Senior
- At least 16 years old
- Completed at least one course in a CTAE pathway that aligns with job placement

Interested applicants should contact Mrs. Huff for more information by emailing her at:
huff.marie.a@muscogee.k12.ga.us

EXPECTATIONS OF STUDENTS

MOBILE DEVICES AND ACCESSORIES

All electronic devices, including but not limited to, cell phones, earbuds/headphones, and smart watches are only to be used in the classroom under the direct guidance and direction of the teacher for instructional purposes. If headphones are required for MCSD Chromebooks and the student does not have any, teachers will provide them.

In order to maximize instructional time and reduce the number of interruptions, parents are encouraged to contact the school directly if an emergency should arise.

The Muscogee County School District will provide parents or guardians and their children access to a telephone line for communication in the Guidance and/or Attendance Office(s). 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 damage, loss or theft of the phone or device. Parents should consider this carefully when sending devices to school with their child/children. **Mobile devices and accessories may not be used during testing.**

Policy Regarding Mobile Devices and Mobile Accessories:

Procedure:

Upon entering the classroom, all mobile devices and electronic accessories should be put away and out of sight. It will be at the teacher's discretion whether these devices may be used for instructional purposes during class time.

Compliance:

- Student places mobile device and all accessories away and out of sight upon entering the classroom.

Non – Compliance:

- Student ignores instructor or administrator request to place mobile device/ accessory away and out of sight.
- Student continues to use and/or display mobile device and/or mobile accessory.

Consequences:

- 1st Offense: Warning and teacher conferences with student (documented on tracker)
- 2nd Offense: Teacher makes verbal contact with parent, as well as “School of” Guidance Counselor, if applicable. Points will be deducted from professionalism grade (documented on tracker)
- 3rd Offense: Teacher consequence (documented on tracker)
- 4th Offense: Referral to Discipline Dean (attach tracker to hard copy ODR)
- 5th Offense: Referral to “School of” Admin. (ODR)

Classroom Tardy Policy:

Students who are tardy for class periods 2 through 4, will report directly to class and follow the teacher's tardy protocols.

Non – Compliance Consequences:

- 1st Offense: Warning and teacher conferences with student (documented on tracker)
- 2nd Offense: Teacher makes verbal contact with parent, as well as “School of” Guidance Counselor, if applicable. Points will be deducted from professionalism grade (documented on tracker)
- 3rd Offense: Teacher consequence (documented on tracker)
- 4th Offense: Referral to Discipline Dean (attach tracker to hard copy ODR)
- 5th Offense: Referral to “School of” Admin. (ODR)

DISCIPLINE POLICIES

Philosophy: The administration of Jordan Vocational High School 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 serve in a position of authority. 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. A behavior contract may be required at the discretion of administration.

Restorative Discipline Practices

In an effort to be proactive when addressing the social, emotional, and behavioral needs of our students, the Muscogee County School District has contracted with This W.O.R.K.S. Inc. We at Jordan Vocational High School College & Career Academy have chosen to implement one of their programs - ***A Second Chance W.O.R.K.S.*** The W.O.R.K.S. Program uses the Social Emotional Learning framework with an emphasis on Restorative Justice, to educate the whole child while teaching them how to be accountable for their behavior. Student sessions are conducted during the school day by W.O.R.K.S. Consultants who have been licensed by The International Institute for Restorative Practices. The consultants work with academic teachers, parents, and administrators to individualize services as much as possible to meet the needs of each student in the program. Parent conferences may be required for re-entry into the normal school environment following an out-of-school suspension. Parent/students sessions are held weekly and the time they are offered varies.

Jordan's 3 Behavioral Non-Negotiables:

- Fighting
- Verbal and/or Written Abuse/Threatening of Faculty and Staff
- Major Disturbances (disruptions that hinder school operation)

Violation of any of Jordan's behavioral non-negotiables will result in an out-of-school suspension. The length will be at the administrator's discretion based on extenuating factors that are unique to each event.

Level 1: Offenses are documented and handled by the classroom teacher.

- Inappropriate language (use of profanity)
- Failure to follow classroom directions
- Failure to stay for teacher detention
- Throwing objects in class
- Minor class disruptions
- Verbal dispute (students stopped when told to do so)
- Sleeping in class
- Tardy to class
- Excessive talking
- Horse playing
- Cell phones and other electronic devices (MP3, IPOD, PSP, Cellphone, earbuds, Bluetooth devices, portable speakers, etc.)

Consequences for Level I Offenses:

1st Offense: Warning and teacher conferences with student (documented on tracker)

2nd Offense: Teacher makes verbal contact with parent, as well as “School of” Guidance Counselor, if applicable. Points will be deducted from professionalism grade (documented on tracker)

3rd Offense: Teacher consequence (documented on tracker)

4th Offense: Referral to Discipline Dean (attach tracker to ODR hard copy)

5th Offense and beyond: Referral to “School of” Administrator

Level II: Offenses referred through Office Discipline Referral:

- Disrespect/defiance/rude/argumentative (stops instruction)
- Actions that create unsafe learning environment
- Failure to stay for detention after one attempt to re-schedule
- Leaving class/school without permission
- Using abusive language or gestures toward another student
- Skipping class/school
- Possession and/or use of tobacco to include cigarette lighter, vapes, e-cigarettes, or associated paraphernalia
- Vandalism
- Bus referral
- Rude to guests or visitors during assembly or field trip
- Bullying/cyberbullying
- Technology tampering
- Inappropriate public displays of affection
- Forgery
- Improper Dress
- Selling food/candy on campus

Level III: Notify Administrator/Submit Electronic Behavior Referral:

- Fighting (Mutual physical aggression)
- Directed profanity toward a teacher
- Weapons or dangerous objects
- Persistent bullying/provoking others
- Leaving class/school without permission

- Possession or use of tobacco to include cigarette lighter, vapes, e-cigarettes, or associated paraphernalia
- Consistent defiance of authority
- Major class disruptions that hinder teaching and learning
- 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/Physical altercations
- Extortion
- Sexual Misconduct
- Theft

Consequences for Level II and Level II Offenses:

Consequences for level II and III offenses are at the discretion of administrations and may include, but are not limited to, in-school suspension, out-of-school suspension, and/or referral to the MCSD Disciplinary Tribunal panel. Consequences are determined using the information administrators have at the time of the offense. Adjustments may be made in certain instances based on extenuating circumstances. Restorative practice sessions may be required of parent and/or student following a level II and level III offense.

NOTE: Any behaviors that are not included above that are a threat to school safety or inhibit normal school operation will be addressed at the discretion of administration.

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 Vocational 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.

Gang related clothing or paraphernalia of any kind will not be allowed on campus.

A student who wears clothing that is not in compliance with the school dress code may contact a parent for a change of clothes; however, a consequence may still be given by an administrator.

Administrators reserve the right to modify dress code requirements based on individual circumstances.

A. HATS





- No hats or visors are to be worn in the classroom, auditorium, cafeteria, media center, and offices
- No hoods are to be worn in the classroom, auditorium, cafeteria, media center, and offices
- No sleep bonnets or shower caps are to be worn at any time.
- No bandanas/scarves/do-rags are to be worn at any time.
- No baklavas, gaiter's, or other non-medical masks are to be worn at any time. Medical facemasks that cover only the nose and mouth are acceptable.

B. SHIRTS

- No halter tops, spaghetti straps, tube tops, tank tops, net/mesh, see-through, or revealing tops
- No low-cut tops revealing cleavage
- No shirts that show midriff area
- No muscle shirts (“A” top {“wife beater” tank top})
- Shirts must be worn at all times.

C. PANTS

- No extremely tight or revealing pants. No sagging pants or over-sized pants below waist line; **NO SAGGING**
- Underwear or gym shorts cannot be exposed or seen when sitting or standing
- No jeans with holes above the knee are permitted unless leggings are worn underneath
- No pajamas or blankets are allowed
- No leggings or tights unless worn with a top that covers the thighs
- No extreme cut-outs/holes in jeans

Be honest in keeping shirt tucked in all day while at school and pants from sagging by tightening belt or wearing appropriate sized pants.		Be in charge of your own style – but follow the acceptable dress code guidelines.	
sagging pants of any kind are NOT permitted	shirts tucked in/pants at the hip ARE acceptable	tights/leggings worn as pants are NOT permitted	Styles in which lengths are below fingertips ARE acceptable
			

D. SKIRTS AND DRESSES

- No shorter than 3 inches above the knee (post-it note test)
- 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
- No tight-fitting body suits are to be worn (i.e., onesies)
- No tight-fitting skirts or dresses should be worn

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 3 inches above the knee (post-it note test)

F. SHOES

- Must be worn at all times
- No bedroom slippers, shower shoes, fuzzy slippers, slides, or flip flops are to be worn at any time
- Certain classes may require specific footwear for safety purposes.

G. OTHER ITEMS

- No items or paraphernalia 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.
- No money should be worn on your clothing.

Be considerate of others and dress appropriately in a public place – such as our school.		
	<p>it is offensive to see someone's underwear</p> 	<p>everyone appreciates an appropriately dressed student</p> 

Dress Code Violation Consequences

1st offense – Parent contact; student conference and student will be sent to ISS, remain in ISS until clothes arrive, or for the remainder of day.

2nd offense – referral from ISS Tech. to Discipline Dean; 1 day of ISS and parent contact.

3rd offense & beyond – Referral to “School of” Administrator, parent contact, and consequence at discretion of administrator.

RESTRICTIONS OF STUDENTS

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

Students may NOT:

- 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.
- 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.
- Fail to abide by the classroom rules of each of their teachers.
- Engage in inappropriate display of affection such as kissing or embracing.
- Throw food or remove food or drinks from the cafeteria.
- Participate in or attend extracurricular activities sponsored by the school if the student is out- of- school suspended or assigned to alternative school.
- 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/vape products.
- Tamper with a computer or any other form of technology that is the property of school.
- Bring food and drink in the classrooms.
- Order food from delivery services or have outside food delivered to them by a parent, family member, and/or friend.

CONSEQUENCES

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

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 are encouraged to reach out to their teachers to request work. Although not required, teachers may elect to provide work to students while they are suspended out of school. *While assigned OSS, a student may not attend or participate in extra-curricular activities, including practices, competitions, games, meetings, ceremonies, etc.*

Teacher Detention: As a teacher consequence, 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 in advance to arrange transportation. Teachers will document the assignment of detention and contact of parent in Infinite Campus. Failure to stay for detention may result in an Office Discipline Referral.

Restorative Discipline: In an effort to be proactive when addressing the social, emotional, and behavioral needs of our students, the Muscogee County School District has contracted with This W.O.R.K.S. Inc. We at Jordan Vocational High School College & Career Academy have chosen to implement one of their programs - ***A Second Chance W.O.R.K.S.*** The W.O.R.K.S. Program uses the Social Emotional Learning framework with an emphasis on Restorative Justice, to educate the whole child while teaching them how to be accountable for their behavior. Student sessions are conducted during the school day by W.O.R.K.S. Consultants who have been licensed by The International Institute for Restorative Practices. The consultants work with academic teachers, parents, and administrators to individualize services as much as possible to meet the needs of each student in the program. Parent conferences may be required for re-entry into the normal school environment following an out-of-school suspension. Parent/students sessions are held weekly and the time they are offered varies.

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.

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 Vocational 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. Please call 706-748-2819.

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 action. Students are encouraged to use their time between class changes wisely. Students should not be in the halls during the first 10 minutes or last 10 minutes of each class period.

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 and required to attend their assigned ("home") school.

Hall Lockers: Lockers will be distributed and assigned on an as needed basis. Students will be assigned a MCSD Chromebook and most, if not all, materials will be electronic which will negate most any need for a locker. In the event a student needs a locker, they are to get a pass from their teacher and report to the Attendance Office to be assigned one. Sharing of hall lockers is strictly prohibited.

Gym Lockers: Lockers for athletes will be assigned by their respective coaches and procedures for usage will be determined by the head coach of that sport.

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 Vocational High School Magnet Program are expected to maintain good academic, attendance, and behavioral standards. Those students who are not in good standing may be withdrawn and required to attend their assigned ("home") school.

Media Center Services: The Media center hours are 8:00a - 3:25p A pass from a teacher is required to visit the Media Center during school hours. 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.

Students who drive: Once arriving on campus, students are to leave their vehicles and move to the classroom, cafeteria, or courtyard. 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 are not permitted to leave campus for lunch.**

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 Vocational 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 and 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.

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.

Social Media: Jordan Vocational High School is very active on Facebook and Instagram. Please check our pages for information, important dates, recognitions, and updates.

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

Telephone Use: Telephones in the Attendance Office 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 Vocational High School must go by the Attendance 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 MCSD 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.

Positive Behavioral Interventions and Supports (PBIS)

Jordan Vocational High School has implemented the Positive Behavioral Interventions and Supports (PBIS) comprehensive framework in our school. The main focus of PBIS is to provide a clear system for all expected behaviors at Jordan. While many of us have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive and professional environment in which ALL school and community members have clear expectations and understanding of their roles in the educational process.

PBIS focuses on positive behavior. Our school-wide recognition and acknowledgement system benefits ALL students who follow our building-wide expectations. The PBIS matrix and expectations are taught and reinforced daily, and students are acknowledged for following the expectations in all areas of the school.

In an effort to be proactive when addressing the social, emotional, and behavioral needs of our students, the Muscogee County School District has contracted with This W.O.R.K.S. Inc. We at Jordan Vocational High School College & Career Academy have chosen to implement one of their programs - ***A Second Chance W.O.R.K.S.*** The W.O.R.K.S. Program uses the Social Emotional Learning framework with an emphasis on Restorative Justice, to educate the whole child while teaching them how to be accountable for their behavior. Student sessions are conducted during the school day by W.O.R.K.S. Consultants who have been licensed by The International Institute for Restorative Practices. The consultants work with academic teachers, parents, and administrators to individualize services as much as possible to meet the needs of each student in the program. Parent conferences may be required for re-entry into the normal school environment following an out-of-school suspension. Parent/students sessions are held weekly and the time they are offered varies.

Building-Wide Expectations

Students will meet the three building-wide expectations specified within both classroom and non-classroom settings at all times.

As a Jordan student, I will always strive to:

BE Present ~ BE Prepared ~ BE Professional

“This is how we do business.”

Positive Behavioral Interventions & Supports Matrix

EXPECTATIONS	COMMON AREA (HALLWAYS, STAIRWAYS, COURTYARDS, ETC.)	CAFETERIA	BUS
THE JORDAN STUDENT WILL: BE PRESENT	<ul style="list-style-type: none"> • WALK DIRECTLY TO EXPECTED DESTINATION 	<ul style="list-style-type: none"> • GO STRAIGHT TO THE CAFETERIA • REMAIN IN YOUR SPOT IN THE LUNCH LINE • REMAIN SEATED AT THE LUNCH TABLE 	<ul style="list-style-type: none"> • REMAIN SEATED • KEEP YOUR HANDS TO YOURSELF
BE PREPARED	<ul style="list-style-type: none"> • HAVE PASS WHEN OUT OF CLASS 	<ul style="list-style-type: none"> • THROW AWAY TRASH AND PUSH IN CHAIRS 	<ul style="list-style-type: none"> • WALK DIRECTLY TO DESIGNATED BUS WITH PASS AVAILABLE
BE PROFESSIONAL	<ul style="list-style-type: none"> • USE APPROPRIATE LANGUAGE, VOLUME AND TONE • KEEP YOUR HANDS TO YOURSELF • FOLLOW SCHOOL DRESS CODE POLICY 	<ul style="list-style-type: none"> • USE APPROPRIATE LANGUAGE, VOLUME AND TONE 	<ul style="list-style-type: none"> • USE APPROPRIATE LANGUAGE, VOLUME AND TONE • FOLLOW THE BUS DRIVERS RULES

Chromebook Policies and Procedures

TAKING CARE OF SCHOOL CHROMEBOOKS

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

General Guidelines

- Students are responsible for the general care of the Chromebook they use in each class.
- If Chromebook damage occurs and is deemed intentional by Principal or his designee, the student may face disciplinary action.
- Cords, cables and removable storage devices should be inserted carefully into the Chromebook.
- Students should never carry Chromebook while the screen is open.
- Students are not to charge other electronics using the Chromebook. This dramatically shortens the battery life of the device.
- Chromebook 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 Chromebook when it is closed.
- Do not place anything near the Chromebook 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.

Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts:

Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss(see MCSD Board Policy JS: Student Fees, Fines, and Charges).

A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.

School Nutrition Program (SNP)

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low-fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. Fundraising efforts shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. Restaurant containers are not allowed in the cafeteria. Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. 41 of our schools are CEP schools. Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.

Free and Reduced Meal Priced Meal Applications (Non-CEP Schools Only):

If your student is ***not*** enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced-price meal benefits. For quicker processing, an online application is available at www.myschoolapps.com. If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive an original since these applications are scanned. We cannot accept a faxed or copied application. **ONLY ONE** application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) **OR** TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications **CANNOT** be approved if they are not completely filled out, so please **COMPLETE ALL REQUIRED FIELDS** on the application. ***Until your application is approved, please provide your child(ren) with money to purchase meals.***

If you have an approved MCSD 2022-2022 application on file, then benefits will be extended for the first 30 days of the 2022-2023 school year (or until a new eligibility determination is made, whichever comes first). After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. ***For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.***

Paying for School Lunch

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via **our online payment system, My School Bucks**, using your credit or debit card.

Pre-pay for your child's school breakfast, lunch, and a la carte food items. On-line payments include a transaction fee per school site. You must know your child's birthdate and/or Person ID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District web site, on the home page, click on the Families tab, then click on the **My School Bucks** link to access our online payment system.

School Meal Prices:

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.50
Adult, Outside MCSD	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50

Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.

Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1st through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your student's account.

Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

Special Dietary Needs

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician or an active 504 Plan for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

Seamless Summer Option

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

This institution is an equal opportunity provider.

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)

Class of 2023

Senior Package

Actual Amount	Item	Package Option
\$65.00	Class Dues	\$65.00
\$15.00	T-Shirt	10.00
\$75.00	Prom Ticket	\$60.00
\$55.00	Yearbook	\$50.00
\$210.00	TOTAL	\$185.00

Deadline To Pay Class Dues:

Friday March 31, 2023

Turn In Money To:

Mrs. Lockhart

Caps and Gowns

**Must be purchased online
directly from Herff Jones.**

****Must purchase in order to
participate in graduation ceremony.**

- *Class Dues include senior activities/events, Senior Week, Senior Pinning Ceremony, Senior Luncheon, Class Day, Graduation Fee, and many other miscellaneous expenses.*
- *Class Dues MUST be paid in order to participate in senior activities/events.*
- *Payment plan options are available!*
- *Only Cash or Money Orders (made out to Jordan Vocational High School) are accepted.*



Class of 2024 Junior Package

Actual Amount	Item	Package Option
\$50.00	Class Dues	\$40.00
\$15.00	T-Shirt	10.00
\$75.00	Prom Ticket	\$60.00
\$55.00	Yearbook	\$50.00
\$195.00	TOTAL	\$160.00

- *Class Dues help to cover schoolwide PBIS and “School of” activities/events, Prom, and many other miscellaneous expenses.*
- *Payment plan options are available!*
- *Only Cash or Money Orders (made out to Jordan Vocational High School) are accepted.*



Class of 2025

Sophomore Package

Actual Amount	Item	Package Amount
\$20.00	Class Dues	\$15.00
\$15.00	T-Shirt	10.00
\$55.00	Yearbook	\$50.00
\$90.00	TOTAL	\$75.00

- *Class Dues help to cover schoolwide PBIS and “School of” activities/events and many other miscellaneous expenses.*
- *Payment plan options are available!*
- *Only Cash or Money Orders (made out to Jordan Vocational High School) are accepted.*



CLASS OF 2026

FRESHMEN PACKAGE

Actual Amount	Item	Package Amount
\$15.00	Class Dues	\$10.00
\$15.00	T-Shirt	10.00
\$55.00	Yearbook	\$50.00
\$85.00	TOTAL	\$70.00

- *Class Dues help to cover schoolwide PBIS and Freshmen Academy activities/events, and many other miscellaneous expenses.*
- *Payment plan options are available!*
- *Only Cash or Money Orders (made out to Jordan Vocational High School) are accepted.*