

## **Mission**

Preparing Productive Citizens

## **Vision**

All Students Will Excel Academically, Socially, and Professionally

## **Motto**

We Believe in You!



# **Wilcox County Schools Student Handbook**

Welcome to a new school year in Wilcox County. The policies and procedures combined in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented to help you adjust to school and be successful. Information contained in the handbook is organized alphabetically in two sections: 1) School Section and 2) System section. An index is provided at the end of the handbook for quick reference.

The guidelines within this handbook apply to ALL students while in our school buildings, on our campus, on our buses, or representing our school. Please read it carefully and ask your parents/guardians to do so as well. This Handbook and Code of Conduct may be modified from time to time. The latest version may be found at the School System Website: [www.wilcox.k12.ga.us](http://www.wilcox.k12.ga.us).

The ultimate purpose of education is to help you become an effective citizen in our society. We encourage your participation in our varied activities which prepare you to live a better life. Remember, your success in school depends upon your efforts. We hope that this year will be your best school year ever!

### **Wilcox County Elementary School**

*1358 Hwy 215 South  
Rochelle, GA 31079*  
Phone: (229) 365-2441  
Fax: (229) 365-2553

### **Wilcox County Middle/High School**

*1358 Hwy 215 South  
Rochelle, GA 31079*  
Phone: (229) 365-7231  
Fax: (229) 365-7461

### **Wilcox County Board of Education**

*395 College Street West  
Abbeville, GA 31001*  
Phone: (229) 467-2141  
Fax: (229) 4672302

### **Wilcox County Schools Bus Shop**

Phone: (229) 365-2336  
Fax: (229) 365-7410

Wilcox County Schools are accredited by the Southern Association of Colleges and Schools, a Division of Cognia and by the Georgia Accrediting Commission.

# School Staff

Gary Howell, WCES Principal

Pam Worthy, WCES Assistant Principal

## WCES Counselor

Kelley Hanner

## WCES Instructional Coach

Joye Lynn Owens

## WCES SES/Academic Coach

Susie Gordon

## WCES Secretaries

Michelle Keene

Mia Miller

Gladys Gregory

## WCES RTI/MTSS

Dawn Harris

Cindy Robertson

## WCES RTI Interventionist

Bernita Fontanez-Cuadrado

## PreK Teachers / Paras

Letoya Coley

Jessica McSwain

Sarah Lanier

## Kindergarten Teachers

Cassie Tanner

Kristey Davis

Lisa Fuller

Monica Stubbs

Dori Terry

## First Grade Teachers

Sara Brooks

Meg Davis

Melissa Bryant

Michelle West

Lorrie Harvey

## Second Grade Teachers

Lindsey Brown

Tracey Futch

Tracy Mullis

Catrina Thompson

## Third Grade Teachers

Mandy Bloodworth

Julie McDuffie

Anna Owens

Salina Stowe

Rebecca Nutt

## Fourth Grade Teachers

Nicole Anderson

Dawn Gibbs

Melinda Rawlins

Katie Smith

Lajuana Woodham

## Fifth Grade Teachers

Dana Barnard

Clint Bloodworth

Anna Harper

Brooke Thompson

## CAMPE Teachers

Holly Cross – Physical Ed.

Kayla Fuller – Music

Erin Wells - Computers

Addie Tucker - Ag. Education

## WCES Support Teachers

Liz Bloodworth

Rosa Curry

Melissa Davis

Steven Dennard

Casie Jones

Angela Lindsey

## WCES Gifted Teacher

Necole Blackwell

## WCES Para-professionals

Liz Bartlett

Jermaine Childs

Bernita Fontanez-Cuadrado

Keisha Fuller

Sherri Land

Joni McBryant

Friendly Miller

Jackie Penn

Donna Spires

Erin Wells

Lisa Cook

Sharon Morris

Benita Tyson

Heather Gaines

Caitlyn Griner

Anna Lora Jones

Brittany Stephens

**Chad Davis, WCMS/HS Principal**  
**Tim Conner, WCMS/HS Assistant Principal**  
**Jay Dailey, WCMS/HS Assistant Principal**

**WCMS/HS Counselor**

Cody Greene

**WCMS/HS Grad Coach & SES**

Susan Stubbs

**WCMS/HS Secretary**

DeAnne Brownlee

Robbie Barfield

**WCMS/HS Bookkeeper**

Louise Hall

**Athletic Director**

Josh Owens

**Sixth Grade Teachers**

Santita Coon

Lisa Keene

Miranda Lamb

Rebekah Hawkins

**Seventh Grade Teachers**

Kristin Haire

Lisa Harden

Kimberly Henderson

Tommy Fuller

**Eighth Grade Teachers**

Bonnie Moore

Taylor Addison

Amy Walker

Tinacious Howard

**WCHS Language Arts Teachers**

Rene Barnes

Matt Brown

Melodie McGlamory

**WCHS Math Teachers**

Denise Carter

Celia Lee

Carrie Owens

**WCHS Science Teachers**

Doug Carter

Tara Conner

**WCHS Social Studies Teachers**

Jeremy Nutt

Amy Layfield

**Vocational Teachers**

Chris Burchell

Sharon Lavender

Betty McCall

Drew Willingham

Peggy Helms

Jennifer Cannon

Blake Kendrick

**WCMS/HS Support Teachers**

Niesi Ashe

Gala Bloodworth

Kay Cornell

Courtney Johnson

Kim Clements

Ginger Ledford

Haley Howell

**WCMS/HS RTI**

Georgianna McGuinty

Amanda Hilliard

**WCMS/HS Physical Education Teachers**

Cote Jones

Stephen McDuffie

Rob Stowe

**WALC**

Bland Brooks

Hailey Davis

Jamie McGlamry

Diane Stubbs

**JROTC**

Lawrence Parlas

Cindy Willingham

**ISS**

Andrew Benjamin

**WCMS/HS Para-professionals**

Janice Young

Lorenzo Dennard

Crystal Griffin

Deauntey Legrier

Veronica Howard

Melissa Sampson

Bobby Hollingsworth

**Media Specialist**

Regina Lovett

**Speech Pathologist**

Noel Tripp

**School Psychologist**

Rhonda Black

**Technology Support**

Chris Giddens

**School Nurse**

Beth Collins,RN

Laine McBryant,LPN

**21st Century/PASS**

Ginny Clack-Director

Julie Bloodworth

Susan Cravey

**Nutrition Staff**

Denise Greene, Manager

Deena Gibbs, Manager

Suzie Martin

Darlene Hall

Barbara McDuffie

Haley Wilkerson

Dana Keene-Asst. Manager

Surrease Evans

Debbie Akin

**Custodial Staff**

Freddie McAdoo

Paul Caine

Freddie Carter

Jackie Collier

Kenny Croft

Michael Pearce

Tammy Hughes

Andrew Price

**Transportation Staff**

Ed Futch- Foreman

Tammy Allison

Cornelius Balam

Liz Bartlett

Pierce Brooks

Steve Buchanan

Phil Conner

Kenny Croft

Martha Easterling

Eldridge Hodges

Nancy Lamson

Mike McElmurray

Friendly Miller

Joe Spires

Tami Sutton

Jessica Sutton

Otis Wright

Judy Hodges, Monitor

Benita Tyson, Monitor

**Mental Health Counselor**

Amanda Kirkley

**Substitute Drivers**

Jowan Johnson

Twana Lawson

Sam Mashburn

Dale Eason

## **Dale Garnto**

Superintendent

### **Nathan Gibbs-Assistant Superintendent**

Testing/Facilities/PreK/CTAE/School Safety Director

#### **Lynn Dale**

Technology Director

#### **Wade Burnette**

K-12 Curriculum/ MTSS/Human Resources

#### **Janie Holloway**

Special Ed. Secretary

#### **Carla Parks**

Payroll Clerk

#### **Philip Worley**

Finance Director

#### **Vicki Bush**

Special Education Secretary/AP Clerk

#### **Aleph Fore**

Federal Programs/School Nutrition Director

#### **Matthew Hall**

Family and Community Engagement/Special Education/Transportation Director

#### **Gillian McWhorter**

Accounts Payable Clerk

#### **Amy Thompson**

Wilcox County Family Connection

395 College Street West  
Abbeville, GA 31001

(229)-467-2141  
[www.wilcox.k12.ga.us](http://www.wilcox.k12.ga.us)

#### **MISSION**

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#### **VISION**

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#### **Board Members**

Eddie McKie, Chair

Berry Collier, Vice Chair

Denita Childs

William Dozier

Morris Holloway



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<b>INFORMATION GUIDE</b>	
<b>IF YOU NEED</b>	<b>GO TO:</b>
Dual Enrollment	HS Counselor
Advice about your Schedule	Teacher or Counselor
Announcement on Bulletin	Principal
Approval for Activities	Principal
Attendance Information	Secretary or Counselor
Attendance Affidavit/ADAP	Secretary or Asst. Principal
Audio Visual Aids	Media Specialist
Change of Schedule	Counselor
Clubs	Principal
College Information	HS Counselor
Discipline Information	Asst. Principal
Fees	Secretary or Teacher
Financial Aid	Counselor
Gifted Program	School Gifted Coordinator
Enrollment	Counselor
Lockers	MS/HS Asst. Principal
Lost and Found	Secretary
Medical Attention	Nurse or Principal
Parking	HS Asst. Principal/Principal
Scholarships	HS Counselor
Tardy Slip	Secretary
Transcript	Counselor or Secretary
Withdrawal from School	Counselor
Work Permit	Central Office Payroll Clerk
Tech Prep Opportunities	HS Counselor
PASS Enrollment	Site Coordinator
WALC	Principal or Counselor
Mental Health Services	Counselor

# WILCOX COUNTY BOARD OF EDUCATION POLICIES AND PROCEDURES

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Wilcox County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

Wilcox County Schools' Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Wilcox County School System also does not discriminate in its hiring or employment practices.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

<b>Aleph Fore</b> (229-467-2141) Title VI of the Civil Rights Act of 1964 Title II of the Americans with Disabilities Act	<b>Wade Burnette</b> (229-467-2141) Section 504 of the Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972 The Age Discrimination Act of 1975 The Americans with Disabilities Act of 1990	<b>Nathan Gibbs</b> (229-467-2141) CTAE Director

**Purpose of Handbook:**

This handbook is prepared as a guide for your school life. Many of your questions will be explained in the information that follows. If you find further explanation desirable, ask your teachers. They will be pleased to assist you or to refer you to someone who can help. The basic pattern of school life and guidelines for your conduct are important. It is even more critical that you consider the sort of person you really want to be and how you prefer to have others think of you. Take part in school activities. This will add interest and enthusiasm to your years here and widen your circle of friends. Do your work as well as you can to avoid that reluctant feeling about going to class unprepared. Dress neatly and keep yourself well-groomed and pleasant to be around. Cultivate a courteous and respectful attitude and manner. Teachers and students will assist those who make an honest effort to achieve and exhibit thoughtful and considerate attitudes toward others. Make this image a habit - you'll be surprised how much more pleasant and rewarding school and home will be.

**SCHOOL PROCEDURES AND DISCIPLINARY CONSEQUENCES:**

The following is an alphabetical list of basic school consequences that are used to address student disciplinary infractions. This list is not all-inclusive as some infractions occur accompanied by extenuating circumstances. **Therefore, the administration reserves the final right to determine the most appropriate consequence for infractions committed by students on a case-by-case basis ensuring all students are treated fairly.**

- (A) Conference – with individual student and/or parent
- (B) Corporal punishment – paddling (up to 3 licks) by principal or principal's designee. Principal and/or designee reserve the right to administer corporal punishment in lieu of 2 or 3 days of ISS if deemed appropriate.
- (C) Break Detention
- (D) In-School Suspension (ISS)
- (E) Out-of-School Suspension (OSS)
- (F) Long-term suspension or expulsion

The administration at Wilcox County Schools strives to treat all students fairly. If you or your parents have any questions about the Discipline Protocol, please contact your teacher or school administration.

## **ACCIDENT INSURANCE**

All students are encouraged to have insurance. Students **MUST** have proof of insurance in order to be eligible to participate in any extracurricular activities. If a student sustains an injury, a report of the injury must be provided to the school office when the injury occurs.

## **AGGRESSIVE BEHAVIOR/HORSEPLAY:**

1st offense: Warning from the administration/teacher

2nd offense: 2 days In School Suspension

3rd offense: 3 days In School Suspension

4th offense: 5 days In School Suspension

## **ABSENT**

## **FROM**

## **SCHOOL:**

When a student is absent from school he/she is not allowed to be on campus for any reason without reporting to the school office to obtain permission from the school administration.

Any student who is absent from school who comes on the school campus (even with permission from administration) is considered a visitor and is required to "sign-in and out" in the school office just like any other visitor is required to do. A student who is marked absent who is on campus without permission will be required to leave.

Within three days of returning to school following any absence, it is the responsibility of the student/parent to submit a written excuse to the school office. The excuse must specifically state the reason for the absence. Students who submit a valid excuse will have up to three days to meet with his/her teachers to make a plan for how and when any incomplete or missing assignments will be finished and turned in to the teachers. **Any student who does not meet with his/her teachers within the three day limit, may not be allowed to make up incomplete and/or missing assignments and a grade of zero may result.**

Assignments/work missed due to absences as a result of out-of-school suspension will not be allowed to be made up and will result in a grade of zero.

**NOTE:** Attendance is part of the eligibility requirements to play sports and/or to participate in other extra-curricular activities such as clubs, competitions, rewards.

- Prom, MS dance, Homecoming activities, club (including annual banquets) and sports activities, etc. are all subject to this rule. Six or more unexcused absences in a period/block per semester the event occurs may keep the student from being allowed to participate in any extracurricular events/activities for the remainder of that semester. Twelve (12) or more absences for the year may keep a student from participating in any extracurricular events/activities.

## **Attendance Protocol:**

Positive Rewards for Attendance – Each school will have positive rewards for students earning perfect attendance.

Tardy to School – A student is tardy to school when he/she arrives after the bell. On the **fifth (5) unexcused** tardy, the parent may be contacted by phone and notified of the attendance policy and possible consequences resulting from unexcused tardies.

Early Dismissal – Early Dismissal involves students who are signed out before the designated dismissal time. On the **fifth (5) unexcused** early dismissal, the parent may be notified by phone of the attendance policy and possible consequences resulting from unexcused early dismissals.

REACH Scholarship Guidelines – Any student deemed truant is ineligible for the REACH Program. Full guidelines can be found at [www.reachga.org](http://www.reachga.org).

Unexcused Absences:

1. At **two (2) unexcused absences**, the school office may make a phone call or send a letter to the parent or guardian about the consequences that the child will face if he/she continues to be absent from school.
2. At **four (4) unexcused absences**, the school office may send a letter to the parent or guardian regarding the child being placed on an attendance contract. At this time, the school will request an attendance meeting with the parent/guardian, student (when applicable), counselor, attendance director and possibly someone from the District Attorney's office, local law enforcement, Department of Family and Children's Services (DFCS) and/or Department of Juvenile Justice (DJJ).
3. After **five (5) unexcused absences** during the school calendar year, the student will be deemed truant and truancy charges may be filed on the parent and/or student.



Excused Absences:

**Only 2 parent/guardian notes will be accepted per semester for excused absences.** After two (2) parent/guardian notes are received, excuses from the doctor or other acceptable references will be allowed. Each parent/guardian note may cover up to three (3) consecutive days.

Wilcox County students who are sent home for head lice will be excused from school for no more than 2 days unless other arrangements are made with school administration.

### **BREAKFAST AND LUNCH PROGRAM:**

#### **MEAL PRICES – EFFECTIVE August 5, 2016**

Wilcox County School System provides a nutritious and well-balanced breakfast, and lunch daily. Breakfast will be offered each regular school day only between 7:25 a.m. and 7:50 a.m. to ensure instruction can begin promptly each day. Extra milk can be purchased for \$.40 per carton. Beginning in the 2014-2015 school year, all students began receiving breakfast and lunch at **no cost to students** under the community eligibility program. In addition, the WCBOE pays the difference in an adult meal cost compared to the actual amount charged per meal. The amounts charged for adult meals is as follows:

Adult Staff Member Breakfast:	\$1.75
Adult Staff Member Lunch:	\$3.25
Non-students and non-staff (Carry-out or Eat-In): Breakfast	\$3.00
Lunch	\$5.00

#### **Cafeteria Rules:**

All students are provided free breakfast and lunch. Students should report directly to the cafeteria for breakfast.

1. Food and drink are only allowed in the lunchroom and booth area.
2. All students are to remain on school grounds during lunch break.
3. Breaking in line is prohibited for all students and is considered aggressive behavior.
4. Students are to clean up the area and dispose of all trash before leaving the cafeteria.
5. Students must stay in the lunchroom or in the approved booth area during breakfast and lunch.
6. Students may NOT have food delivered to school office by a parent/guardian unless approved by administration.

### **CELL PHONES and EAR BUDS:**

**Cell phones are strictly prohibited in the classroom without the permission of the administration.**

Middle/High Students will be allowed to use cell phones and ear buds in the **BREAK AREA OR LUNCHROOM during the student's designated BREAK OR LUNCH time.** Students bring electronic devices to school at their own risk and students are responsible for the safekeeping of their personal property. No cell phones are to be turned into the office for safe keeping. Any student who uses his/her cell phone or ear buds without permission for any reason outside of the designated times and locations, will face the following consequences:

First offense – 30 days confiscation of phone and/or ear buds OR \$30.00 fine with signed agreement

Second offense – 60 days confiscation of phone and/or ear buds OR \$60.00 fine with signed agreement

Third offense – Confiscation of phone and/or ear buds until the end of the school year or at least 90 days, whichever is longer or a \$90.00 fine and a signed agreement.

**If a student refuses to surrender to his/her teacher a cell phone and/or ear buds or any other personal property that is in direct violation of the guidelines outlined in this Handbook, he/she may be assigned two days of ISS.**

**If a student refuses to surrender to school administration a cellphone and/or ear buds or any other personal property that is in direct violation of the guidelines outlined in this Handbook, he/she may be assigned OSS until the property is surrendered. The school Resource Officer will be called on to assist as needed.**

The school system will not be held responsible for phones or any other personal property confiscated from any student.

No substitute phones are allowed for the duration of the original confiscation period.

The consequences listed above will be followed as described; however, some incidents may occur that are accompanied by extenuating circumstances. Therefore, consequences for discipline infractions are at the discretion of the administration.

Furthermore, the administration reserves the right to ban the use of cell phones if students abuse this privilege. Students and parents will be notified if this occurs.

**CERTIFICATE OF IMMUNIZATION:**

The Georgia Department of Education requires that all students must be adequately immunized before they can attend school. It is the student's responsibility to make sure their immunization record is up to date. Students can receive all required shots at the local Health Department or from a local physician.

**CHARACTER EDUCATION HOUSE BILL 605:**

The following is a list of the character qualities featured in our program. Each of these traits will be emphasized on a weekly basis in the order they are listed, starting with the first week of school.

Character Quality
School Pride
Politeness
Patience
Fairness
Responsibility
Cleanliness
Citizenship
Loyalty
Helpfulness
Cooperation
Creativity
Compassion
Kindness
Respect for Yourself
Sportsmanship
Thankfulness
Joyfulness
Tolerance
Courage
Honesty
Perseverance
Courteousness
Respect for Teachers
Humility
Diligence
Generosity
Self-Control
Respect for Others
Dependability
Respect for the Environment
Pride
Cheerfulness
Recognizing Differences in Others
Faithfulness
Making Good Choices
Success
Patriotism
Love

**CHEATING:**

Students are to complete their own work; therefore, cheating is not tolerated. This includes copying and pasting (aka plagiarism). Refer to the Wilcox County School System Student Discipline Code of Conduct section of this handbook for examples of cheating and disciplinary consequences. **Students who are caught cheating will receive a zero on the assignment.**

**CHEWING GUM/CANDY/FOOD/DRINKS:**

No chewing gum or food are allowed inside any building on campus. Therefore, eating in the classroom is strictly prohibited. Students are allowed to drink bottled water during class. NO insulated cups/tumblers or allowed. Water fountains in the school have a bottle fill station on them for students to refill their bottles. Teachers will enforce this rule and below is the list of consequences by frequency of offense:

- 1st offense: warning
- 2<sup>nd</sup> offense: 1 day ISS or corporal punishment
- 3rd offense: 2 days ISS or corporal punishment

**CLUBS/ORGANIZATIONS:**

The following is a list of clubs/organizations/competitions/activities currently provided to students. Student participation in these offerings is subject to school attendance, academic, and discipline eligibility requirements. Parents may choose to deny their student permission to participate. If permission is denied, the school principal must receive written notification by August 31st of the current school term.

**ATHLETICS**

- Boys J.V. Basketball
- Boys Varsity Basketball
- Girls J. V. Basketball
- Girls Varsity Basketball
- J. V. Football
- Varsity Football
- J. V. Softball
- Varsity Softball
- Varsity Track (Girls/Boys)
- Varsity Golf (Girls/Boys)
- J. V. Cheerleading
- Varsity Cheerleading
- Varsity Baseball
- Cross Country
- Run Club

**ACADEMIC**

- BETA Club
- Junior BETA Club
- WBL
- FFA
- 4-H Club
- JROTC:
  - Color Guard
  - Raider Team
  - Drill Team
  - Rifle Team
- Patriots for Christ
- Junior Patriots for Christ
- Little Patriots for Christ
- Chorus/Band
- One Act Play
- Spring Literacy
- Annual Staff

## **COUNSELING SERVICES:**

Counselors are available to talk with students concerning personal, social, occupational, and educational needs daily from 7:30 to 3:30 PM. Students are encouraged to discuss grades and graduation requirements often with the guidance office. It is the responsibility of each student and parent to keep up with his/her academic standing. Students may consult with the counselor for academic, career/technology, and college information. Counselors also provide guidance concerning personal, social, and/or group relations. Counselors refer students and/or parents to appropriate community or private agencies. Counselors work with all students regarding their high school and post high school options. Counselors provide information to students regarding options throughout their middle and high school years through individual and group guidance. Parents may phone or see the counselors during this time. Parents are also encouraged to call to set up an appointment to ensure the counselor is available to meet with them.

## **COURTING/Public Displays of Affection:**

Students must refrain from showing affection (hugging, kissing, hand holding, etc.) at school. Public displays of affection (PDA) are subject to discipline consequences that may include, but are not limited to, conference with students and appropriate punishment (if necessary) to be determined by the administration. Refer to the Wilcox County School System Student Discipline Code of Conduct section of this handbook for more information and consequences.

## **CREDIT DEFICIENT:**

Students wishing to recover credits must complete an application for participation and have all credits to be recovered pre-approved by the school principal and/or school counselor. Students wishing to recover credits may attend summer school or participate in 21<sup>st</sup> Century after school programs.

No student will be allowed to make-up units through a correspondence course unless state and/or locally approved. Units to be made up through summer school must be approved by the administration.

## **DEFACING/DAMAGING SCHOOL PROPERTY:**

Refer to the Wilcox County School System Student Discipline Code of Conduct section of this handbook for more information and consequences.

## **DISRESPECT TOWARD TEACHER(S):**

### **NO Corporal Punishment Allowed**

Students are expected to show proper respect for authority at all times. Disrespect toward teachers is not tolerated. Therefore, even a first offense warrants the consequence of school suspension (ISS).

**1<sup>st</sup> Offense: 2 days in-school suspension**

**2<sup>nd</sup> Offense: 2 days out-of-school suspension**

**3<sup>rd</sup> Offense: 3 days out-of-school suspension AND conference with parent**

Note: In cases of extenuating circumstances, consequences for discipline infractions are at the discretion of the administration on a case-by-case basis.

## **DRESS CODE:**

Students are expected to wear appropriate dress at school and all school functions. Students are expected to dress in a manner that is not distracting to other students or faculty members. Students should dress appropriately for classroom instruction. Extreme styles and fads should be avoided. Proper dress is conducive to good scholarship and behavior. The Administration reserves the right to determine the proper dress for the school day.

### **Wilcox County Elementary:**

1. See-through garments are not allowed.
2. Proper and acceptable undergarments will be worn at all times.
3. No holes in pants above the knee, and no holes larger than a quarter at or below the knee. All pants must be worn at the waistline.
4. No suggestive designs on clothes will be permitted. (Drugs, alcohol, profanity, tobacco, etc.)
5. Outfits that expose bare backs, bare midriffs, or bare sides may not be worn. Shirts should be appropriate and no cleavage shall be shown.
6. No tank tops are allowed in third through fifth grades.
7. Leggings shall be worn with dresses or tunic tops that are no shorter than fingertip length when standing with arms fully extended.
8. For students in grades Third through Fifth, shorts must come to the tip of the middle finger when standing with arms fully extended.

9. Shoes must be worn at all times. No bedroom shoes/slippers or flip flops/slides are allowed.
10. Hats are not to be worn in the building. Fluorescent or brightly colored/sprayed hair is disruptive and unacceptable.
11. Sunglasses may be worn inside only if prescribed by a doctor.
12. No bandannas are permitted.
13. Only females will be allowed to wear earrings, and no other piercings, gauges, or distracting body art will be allowed by either sex.

### **Wilcox County Middle and High School:**

The following types of clothing and accessories are ***NOT ALLOWED!***

1. No shorts that do not touch the knee
2. No leggings or jeggings with tunic tops that do not touch the knee in the front and back
3. Pants or jeans with holes or shreds above the knee that exposes skin
4. Sagging pants
5. Sweat pants (designed to be worn in gym) or pajama pants
6. Sleeveless or off shoulder tops, shirts, blouses or dresses
7. Dresses and skirts with hem lines 2 inches above the knee in the front and/or back
8. See-through clothing
9. Outfits that expose cleavage, bare backs, bare midriffs, or bare sides
10. Skin tight clothing
11. Clothing that displays suggestive or objectionable content that promotes unhealthy behavior or poses a safety issue
12. Hats, sweatbands, bandanas, wave caps, durags, sleep bonnets, or sunglasses are not allowed at school (unless prescribed)
13. Fluorescent, bright, or non-natural hair color or weave will not be allowed
14. Cheap, flimsy flip flops or bedroom shoes/slippers
15. Body piercings or gauges
16. No earrings (male students)
17. No blankets
18. No trench coats or duster
19. Hoodies will not be allowed to be worn inside the buildings.

All students are expected to dress neatly and in good taste. School administration reserves the right to make the final judgment as to what is neat and in good taste. Therefore, ALL students are expected to:

- dress in a manner that is appropriate and supports the school environment,
- keep hair fixed in an acceptable manner,
- wear proper and acceptable undergarments at all times
- Groom only in the restroom
- Wear shoes at all times

School administration reserves the right to administer consequences for violations of dress code procedures as listed below:

- Calling parents to bring a change of clothes or sending students home to change clothes. If a change of clothes cannot be secured, the student may be assigned to ISS for the remainder of the school day.
- Assigning student ISS
- School administration may develop and administer other appropriate consequences for violations of dress code expectations in addition to those listed above.

### **DRUGS:**

Refer to System-Wide Code of Conduct

### **DUAL ENROLLMENT:**

Wiregrass Technical College may require students to take the AccuPlacer test, an entrance test for Vocational/Technical Schools. Students must meet Wiregrass Technical college's admission requirements to participate in dual enrollment courses. House Bill 444 limits the number of college credits a student may earn.

### **ELECTRONIC DEVICES:**

Refer to System-Wide Code of Conduct – Electronic Devices

### **ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES:**

**Initial** eligibility for all extra-curricular activities is based upon **final grades, attendance, and behavior from the previous or current school year**. Students who have failed or who are failing two or more classes including electives/connections, or who have 12 or more unexcused absences in the previous (with the exception of SY 2020-2021 due to Covid-19 pandemic) or current school year, may not be eligible to try out. After initial eligibility is determined, grades, attendance, and behavior are checked every two weeks to determine continued eligibility.

Once on a team or in an activity group, students who fail two classes may be deemed **ineligible** and may not be allowed to participate in any extracurricular activities (including practices) for two weeks.

After the two weeks of ineligibility, grades are reviewed to determine whether or not a student is eligible to resume participation. Students who remain ineligible will not participate for another two week cycle. Following the second two weeks of ineligibility, students must apply for reinstatement. The request for reinstatement will be reviewed and, if eligibility has been earned, participation will resume. The third consecutive time a student is ineligible he/she will not be allowed to participate for the rest of the semester.

Random drug/alcohol tests may be administered. Should a conflict arise between this procedure and/or the policies of the Georgia High School Association (GHSAA), GHSAA rules will only apply if the consequences, in the opinion of the administration, are more stringent than school consequences.

In addition to grades and drug testing, inappropriate behavior may also limit a student's participation in extracurricular activities including field trips and other RedX activities.

**NOTE:** Attendance is part of the eligibility requirements to play sports and/or to participate in other extra-curricular activities such as clubs, competitions, rewards.

- **Work-based learning, Prom, MS dance, Homecoming activities, club (including annual banquets) and sports activities, etc. are all subject to this rule.** Six or more unexcused absences in a period/block per semester the event occurs may keep the student from being allowed to participate in any extracurricular events/activities for the remainder of that semester. **Twelve (12) or more absences for the year may keep a student from participating in any extracurricular events/activities.**

### **TRAVEL PROCEDURES FOR EXTRA CURRICULAR ACTIVITIES/EVENTS:**

All students who participate in extracurricular activities/events are required to travel to the event via the school provided transportation. Students may return from the events with their parents **ONLY**. Parents must request approval from the coach or sponsor in person or in writing on the day of the event that the student will not use school transportation for the return trip. **Violation of this procedure may result in three days of in school suspension and/or loss of participation privileges in future events.**

### **FIRE AND TORNADO DRILL PROCEDURE:**

**Fire Alarm** -- bell will signal a fire drill and when to return to class. Students are to leave the building in single file lines, quietly. Students are to remain with the teacher. Teachers must have roll books with them during drills and actual events.

**Tornado Warning** - The regular bell will ring eight to ten times (long rings of the bell). Teachers and students are to sit against a wall away from any window. Put your head between your knees to protect your head from flying glass. Students are to remain with the teacher. Teacher must have a roll book with him/her during warning and/or actual events. Return to class with the ringing of the bell.

### **FUNDRAISING OR SOLICITATION:**

All school related fund raising projects **MUST** be approved by the principal AND the superintendent. This includes any incentives and/or awards including classroom parties and field trips.

ALL funds must be tracked and deposited through the school bookkeeper in the appropriate activity accounts in accordance with approved regulations and guidelines.

All advertisements regarding fund raising projects must be approved by the principal before being posted in the school and/or community.

It is the responsibility of the party who posts/displays posters to remove in a timely manner any posters with expired event dates.

### **GAMBLING:**

**Students will not participate in gambling activities or possess items used for gambling.**

Refer to the Wilcox County School System Student Discipline Code of Conduct section of this handbook for more information and consequences.

### **GENDER EQUITY POLICY:**

It shall be the policy of the Wilcox County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity in Sports Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act, it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act. It shall be the policy of the Board to conduct an ongoing assessment of its athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there are not equal athletic opportunities for members of both genders, the school system will conduct an athletic interest survey to determine student interest in various sports. The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The Superintendent, at his or her discretion, may also designate school-level coordinators to assist the sports equity coordinator. The school system shall annually notify all of its students of the name, office address, and office telephone number of the sports equity coordinator. This notification shall be included in the student handbook. In addition, each school shall post in a conspicuous location a notice of nondiscrimination in sports based on gender. The sports equity coordinator shall investigate any complaint received by the local school system alleging noncompliance with the Georgia Equity in Sports Act. Such investigation shall be in accordance with the grievance procedures for resolution of complaints regarding gender equity in sports, as adopted by the Board.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G. A. 20-2-315). Students are hereby notified that Wilcox County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Dale Garnto, 395 College Street West, Abbeville, Georgia 31001; Phone 229-467-2141. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

### **GRADING SYSTEM:**

Kindergarten students will receive a standards based report card identifying mastery of Georgia Standards of Excellence (GSE).

First -Twelfth

90 - 100 A

80 - 89 B

70 - 79 C

69–Below F Failing

I – INCOMPLETE

### **GRADUATION:**

- 1. GRADUATION PRACTICE:** All graduates and other students included in the graduation program must attend all practices unless prior arrangements are made with the school administration. Any senior who misses a day of practice without prior permission from the Principal may not be allowed to walk at graduation. **Students are expected to be on time.** Dress code is the same as any other day and will be enforced.
- 2. GRADUATION CEREMONY:** The Wilcox County High School Graduation Ceremony is a very special and solemn occasion. Therefore, all attendees are expected to demonstrate respect for the school and the graduates with conduct that is proper and dignified. Attendees should refrain from whistling, yelling names, and talking. School administration reserves the right to remove any attendees who do not demonstrate appropriate respect during the ceremony.

All school debts must be paid prior to the graduation practice. Students who have unpaid debt will not be allowed to walk at graduation.

Information regarding graduation will be given to seniors the week of graduation practice and in addition, will be communicated via the OneCall automated announcement system.

- a. **Date and Time:** Graduation will be held on the Friday night following the last day of school with location to-be-announced.
- b. **Tickets:**
  - i. **Only people who have a ticket will be allowed admittance to the ceremony.** Graduation is not a place for babies and/or small children.
  - ii. Attendees who arrive late may not be allowed admittance even with a ticket.
  - iii. Tickets will be distributed to students on the last day of graduation practice.

Note: Faculty and staff will be positioned to collect tickets and assist with seating guests.

- c. **Dress Code:**
  - i. Female students:
    - 1. Dress
    - 2. Black or navy shoes (no flip flops)
    - 3. No dangling earrings or gauges or facial jewelry
  - ii. Male students:
    - 1. Dress shirt and tie (shirts may be white, soft pastel or pinstripe)
    - 2. Black, khaki or navy dress pants
    - 3. Black or brown dress shoes and dark socks (no athletic shoes or socks)
    - 4. No earrings or gauges or facial jewelry
- d. **Behavior and Conduct:**
  - i. If there is any indication a senior has been drinking before the ceremony, that senior **will be removed** from the line and **not be allowed to participate**.
  - ii. No gum
  - iii. No talking
  - iv. Mortar board (cap) sits flat on the top of the head and are subject to final adjustment by members of the graduation committee before ceremony begins and should not be readjusted by the student
  - v. Male student only: remove caps during pledge, national anthem and prayer

#### **HEARING AND VISION SCREENING:**

During the school year, your child may have a hearing and vision test. If you do not agree for your child to participate in a hearing and vision screening, please provide a written notice to the school secretary.

#### **HONORS AND AWARDS:**

##### **Elementary:**

**ALL "A" HONOR ROLL** - Students in grades 2-5 earning a final grade of 89.5 or higher in each core class will receive this award.

**"A" AVERAGE HONOR ROLL** – Students in grades 2-5 earning this award will have an average of 89.5 or higher when the final grade from all core classes are combined.

**SUPERIOR SUBJECT ACHIEVEMENT** - Students in grades 2-5 earning a final grade of 94.5 or higher in any core class will receive this award. Final grades will be averaged approximately two weeks before the end of the school year.

**CERTIFICATE OF ATTENDANCE** - Students will receive this award if they attend school each day during the school year.

**PRESIDENTIAL AWARDS** – Students in grade 5 who maintain a grade of 89.5 or higher in their core subjects during fourth and fifth grade will receive this award at the end of the 5<sup>th</sup> grade year.

*Kindergarten and 1<sup>st</sup> Grade is in development of a standards based grading system. Their honor/awards are being developed and will be shared as soon as available.*

##### **Middle/High:**

**HONOR ROLL** - To be eligible for Honor Roll students in grades 9 – 12 must achieve an overall average of 89.5 or above on all core coursework attempted excluding physical education (PE, Health and Personal Fitness, and Weight Training). Honor



roll will be calculated at the end of each 9 weeks. Year-end honor roll will be calculated two weeks before the end of the fourth nine weeks.

To be eligible for Honor Roll students in grades 6 – 8 must achieve an overall average of 89.5 or above on all core coursework attempted excluding connections classes. Honor roll will be calculated at the end of each 9 weeks. Year-end honor roll will be calculated two weeks before the end of the fourth nine weeks.

**SUPERIOR SUBJECT ACHIEVEMENT** - (Grades 6-8) Students earning a grade of 94.5 or higher in any academic subject will receive this award. Grades will be averaged at the end of the 4<sup>th</sup> nine week period approximately two weeks before the end of the school year.

**CERTIFICATE OF ATTENDANCE** - Students will receive this award if they attend school each day during the school year (students are counted present if they attend school for three instructional hours. This is derived from state criteria).

**PRESIDENTIAL AWARDS** – (Grade 5 and grade 8 only) - Students who maintain a grade of 89.5 or higher in their 6 major subjects during fourth and fifth grade will receive this award at the end of the 5<sup>th</sup> grade year. At the middle school, students who maintain a grade of 89.5 or higher in the eighth grade will receive this award. No presidential awards are given at the high school level.

**ACADEMIC REPRESENTATIVES** - To be eligible for the status of Academic Representative for grades 9 -12 the following requirements must be satisfied: **1)** earn the first highest or second highest yearly average for the grade level (see chart below for details) on all coursework attempted excluding Physical Education and Weight Training, and **2)** enrollment in the honors dual enrollment tract. Averages are calculated at the end of the current school year to identify academic representatives for each grade level but will not be announced until the new school year begins. Reps will serve during the upcoming school year and will be recognized at the year-end honors program.

The following chart shows the **requirements and process for selecting academic reps**. Final (year-end) grades will be used to calculate a yearly average (not cumulative) to identify academic reps. For 10-12th academic representatives, all classes with the exception of those Physical Education (PE, Health and Personal Fitness, and Weight Training) are included in the calculation. For 9th grade academic representaives, only the four core classes are included in the calculation Final year end grades will be used to calculate yearly average to identify academic representatives.

Grade	
9 <sup>th</sup>	Final 8 <sup>th</sup> grade class grades (two students with the highest yearly average)
10 <sup>th</sup>	Final 9 <sup>th</sup> grade class grades (two students with the highest yearly average)
11 <sup>th</sup>	Final 10 <sup>th</sup> grade class grades (two students with the highest yearly average)
12 <sup>th</sup>	Final 11 <sup>th</sup> grade class grades (two students with the highest yearly average)

**GRADUATION MARSHALS** - (11TH Grade only) – To be eligible for Marshals for graduation the following requirements must be satisfied: **1)** achieve the status of junior (11<sup>th</sup> grade) **2)** earn the first or second highest cumulative average (cumulative average of 9th, 10th, and 11th grade). **3)** earn the first or second highest overall cumulative average at the end of the third 9 weeks of junior year for all course work attempted excluding Physical Education (PE, Health and Personal Fitness, and Weight Training), and **4)** enrollment in the honors dual enrollment track. Averages will be calculated at the end of the third 9 weeks.

Note: Students identified as Marshals may not necessarily be the same as the 11th grade academic representatives.

**GRADUATION USHERS** - Students who are in the 11<sup>th</sup> grade and who are members of the BETA Club will serve as ushers at the graduation ceremony. These students will be expected to dress and act appropriately.

**HONOR GRADUATES** - To be eligible for Honor Graduate status the following requirements must be satisfied: **1) meet Board requirements outlined in IHAD**, and **2)** completed all Georgia requirements for graduation. Grades will be determined at the end of the third 9 weeks.

**HONOR GRADUATES WITH DISTINCTION** - To be eligible for Honor Graduate with Distinction status the following requirements must be satisfied: **1) meet Board requirements outlined in IHAD**, **2)** enrollment in honors dual enrollment tract, **3)** completed one of the three senior level science classes (physics, chemistry or anatomy and physiology), and **4)** completed two years of foreign language. Grades will be determined at the end of the third 9 weeks.

**VALEDICTORIAN AND SALUTATORIAN** - To be eligible for Valedictorian and Salutatorian status the following requirements must be satisfied: **1)** attend Wilcox County High School for the last four semesters of school, **2) meet Board requirements**

**outlined in IHAD, 3)** enrollment in honors dual enrollment track, **4)** completed one of the three senior level science classes (physics, chemistry or anatomy and physiology), and **5)** completed two years of foreign language. Grades will be determined at the end of the third 9 weeks.

**STAR STUDENTS** - Go to <https://www.pagefoundation.org> for STAR Student requirements.

**BETA CLUB** - Students who wish to join the Wilcox County School System Beta Club must maintain an average of 89.5 or higher during their previous year. It is the responsibility of the student to contact the Beta Club sponsor and express his/her desire to become a member. After being notified of the student's desire to join the Beta Club, the sponsor will review the student's academic record.

**HOMECOMING KING/QUEEN** - The senior class votes on the members of the homecoming court. The entire high school student body votes on who will be the homecoming queen for the year. The homecoming court and king must meet certain criteria (such as behavior and attendance) approved by the Wilcox County School Council and the Wilcox County Board of Education.

**HONORS PROGRAMS** – Recognizes students with academic excellence and participation in extracurricular activities. The superintendent and principals together will decide on days and times for honors programs. The superintendent will coordinate with each principal to minimize conflicts.

#### **ILLNESS OR INJURY:**

In case of illness or serious injury, an attempt will be made to notify a parent or guardian. If parents cannot be reached, the person listed on the enrollment card will be notified. If it appears that a student is in a life-threatening situation, the proper medical assistance will be secured, and then parents will be notified.

All students are encouraged to have insurance. However, all student athletes must provide proof of insurance in order to be eligible to participate in the extra-curricular activities. If a student sustains an injury, a report of the injury must be provided to the school office when the injury occurs.

#### **INTERNET ACCEPTABLE USE POLICY:**

#### **IFBGA**

The Board of Education believes that the use of the Internet in instructional programs is an educational tool, which facilitates communication, innovation, resource sharing and access to information. Due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines are warranted in order to serve the educational needs of students.

It shall be the policy of the Wilcox County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b) (1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)
3. (1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a) Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web
  - b) Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
  - c) Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d) Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e) Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b) (2) of the Children's Internet Protection Act of 2000.

#### **INTERNET SAFETY GUIDELINES and ACCEPTABLE USE:**

The Wilcox County School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. The school district has made a significant investment to ensure that every classroom and student has access to the Internet. Access to the school district's computer systems and the Internet is provided for educational purposes and research that is consistent with the school district's educational mission and goals. In order for the school district to be able to continue to make its computer network and Internet access available, every student must take responsibility for appropriate and lawful use of this access and practice Internet Responsibility. Students must understand that the use of the school district's computer network and Internet access is a privilege, not a right. Misuse may jeopardize those privileges and subject the student to potential disciplinary and legal action.

Wilcox County School District will enforce the following Acceptable Use and Internet Safety Guidelines. Upon reading the guidelines, each student must sign the Internet Network Access Agreement before they will be given the opportunity to enjoy Internet access at school. If a student is under the age of 18, his or her parents or legal guardian must also read and sign the agreement. The school district will not provide access to any student who fails to obtain the required signature on the agreement. Below are the provisions and guidelines you agree to comply with and uphold. If you have any questions about these provisions, you should contact Lynn Dale, Technology Director. Anyone violating these guidelines shall be subject to, at least, the revocation of privileges.

#### I. PERSONAL RESPONSIBILITY

The act of signing the Internet Network Access Agreement signifies your agreement to follow not only the rules in these guidelines, but also your agreeing to refrain from any other misuse of the computer network that is not included in the guidelines but has the effect of harming another or his or her property. Students and their parents will be responsible for compensating the school district for any losses, costs, or damages incurred by the district relating to or arising out of the misuse of the school's network.

#### II. TERM OF PERMITTED USE

A student who submits to the school, as directed a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new agreement each year during which they are students in the school district before they are given access to the Internet.

#### III. ACCEPTABLE USES

The school district is providing access to its computer networks and the Internet for only educational purposes and research consistent with the school district's educational mission and goals. If you are unsure about whether a particular activity is educational or consistent with the school's mission, you may consult with your teacher to help you decide if a use is appropriate.

#### IV. UNACCEPTABLE USES

Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:

- A. Accessing, sending or posting materials or communications that are:
  - a. Damaging to another's reputation
  - b. Abusive
  - c. Obscene
  - d. Sexually oriented
  - e. Threatening
  - f. Contrary to the school's policy on harassment
  - g. Illegal
- B. The posting of pictures, videos or links that are taken on school property without administrator approval is strictly prohibited. Administrators will have discretion as to consequences, depending upon the content.
- C. Using the network for any illegal activity, including violations of copyright or other contracts or transmitting any material in violation of Federal and State laws and regulations
- D. Using the network for private financial or commercial gain
- E. Wastefully using resources (i.e.: game playing via the Internet is strictly prohibited at the Wilcox County School System)
- F. Utilizing any software having the purpose of damaging the school district's system or other user's system
- G. Gaining unauthorized access to resources or entities
- H. Invading the privacy of others
- H. Using another user's password or account or sharing your password or account login information
- I. Posting material authorized or created by another without his or her consent
- J. Posting of anonymous messages
- K. Using the network for commercial or private advertising

- L. Forging of electronic mail messages
- M. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send or receive electronic mail
- N. Using the network while access privileges are suspended or revoked
- O. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette
- P. Making use of Internet chat rooms or instant messaging programs.

#### V. INTERNET SAFETY

- A. Individual Responsibility of Parents and User: All users and their parents or guardians are advised that due to the nature of the Internet, it is extremely difficult for the Board of Education to completely regulate and monitor the information received or sent by students. Students will be required to make independent decisions and use good judgment in their use of the Internet. Parents are the best guides as to which material should not be accessed. Therefore, parents must participate and communicate their own expectations to their students regarding materials on the Internet.
- B. Personal Safety: Be safe. In using the computer network and Internet, do not reveal personal information such as your full name, home address or home telephone number. Do not arrange an in-person meeting with someone you "meet" on the computer network or Internet without your parent's permission.
- C. "Hacking" and Other Illegal Activities: It is a violation of these guidelines to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.
- D. Active Restriction Measures: The school district, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technical means, to ensure that the students are not accessing such depictions or any other materials, which are inappropriate for minors.

VI. PRIVACY -Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor all computer and Internet activity by a user. Therefore, privacy is not guaranteed. All such information files shall be and remain the property of the school district and no user shall have the expectation of privacy regarding such materials.

- VII. FAILURE TO FOLLOW GUIDELINES - The use of the computer network and the Internet is a privilege, not a right. Anyone violating these guidelines shall be subject disciplinary or legal actions, including, but not limited to:
- Inappropriate sites: First Offense = 2 days ISS or corporal punishment and computer privileges restricted to educational sites only for 30 days
  - Viewing or attempting to view pornography: First Attempt = one day Out-of-School Suspension plus access to educational sites only for 30 days;
  - Attempting to download songs: First offense = One day ISS or corporal punishment at WCHS and WCMS. One day of Character Education at WCES
  - Second and future offenses on any of the above or others not covered: Administrator discretion.

#### VIII. INTERNET NETWORK ACCESS AGREEMENT

I accept responsibility to abide by the Board of Education's Acceptable Use Guidelines. I understand that the use of the computer network and Internet is a privilege not a right, and I agree:

To use the computer network and Internet for appropriate educational purpose and research;

To use the computer network and Internet only with permission of teachers and administrators;

To be considerate of other users on the network and use appropriate language for school situations;

Not to intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;

To immediately report any security problems or breaches of these responsibilities to appropriate School staff;

To comply with all of the rules and expectations included in the policy and procedures;

Not to divulge personal information such as addresses, telephone numbers, or login information over the Internet.

#### **INDEBTEDNESS TO SCHOOL:**

The school will not release the records (transcript, diploma, or final report card, etc.) of any student who owes the school money for any reason. Once all debts are paid, records will be released. Administration reserves the right to review student indebtedness on a case-by-case basis and may work with a student to make arrangements to settle the debt. Indebtedness to the school may be used to determine eligibility for extra-curricular activities such as dances, prom, club trips, and graduation/senior activities. All debts must be paid in full or otherwise satisfied in order to participate in graduation.

### **INAPPROPRIATE LANGUAGE (ABUSIVE or FOUL LANGUAGE):**

Refer to the Wilcox County School System Student Discipline Code of Conduct section of this handbook for more information and consequences.

### **IN SCHOOL SUSPENSION PROGRAM:**

The In-School Suspension Program is an alternative to the Out-of-School Program. Students who are assigned to ISS are counted present and, therefore, do not receive any unexcused absences from classes. A student who is assigned to ISS and does not report to school, will be marked absent. If an acceptable excuse is not submitted for the absence(s), the absence(s) will be unexcused and the student will be subject to the consequences of an unexcused absence as related to extracurricular activities.

Students assigned to ISS are allowed to complete class assignments without any penalty.

The ISS coordinator, with the approval of the school administration, may extend a student's time in ISS if the student misses days, is uncooperative and disrespectful, and/or does not comply with pre-determined expectations including Community Service. Further, the administration reserves the right to consider each assignment to ISS on a case-by-case basis before making a final decision regarding duration and expectations.

The following will apply TO ALL STUDENTS while in the In-School Suspension Program:

1. No student will be allowed to be dismissed before time is completed unless approved by the ISS coordinator and approved by the administration.
2. No one period or partial day in-school suspension is permitted unless approved by the Administration.
3. Classroom teachers will assign one day of work for each day(s) a student is assigned In-School Suspension.
4. Students are to complete classroom assignments and any other assignments (as needed) issued by the ISS coordinator. Students who fail to complete all work will have their time extended in ISS.
5. ISS students will not be allowed to attend or participate in any school functions or activities held during the regular school hours.
6. A student assigned to ISS, will not be allowed to practice or play in any athletic events and cannot participate in any extracurricular activities for the duration of the suspension.
7. Students assigned to ISS are to report directly to the ISS classroom and are not permitted to leave this designated area without permission. ISS students are expected to bring all necessary materials and supplies needed to complete assignments and other expectations.
8. No tardies or early checkouts are permitted except for illness or an emergency. Each tardy or early checkout will be made up as one additional day in In-School Suspension.
9. No students will be allowed to bring food or drinks to In-School-Suspension.
10. The ISS coordinator reserves the right to extend a student's stay in In-School Suspension for misconduct and/or refusal to complete any and all assignments including but not limited to community service.
11. A maximum of 16 days of ISS per student per year unless otherwise assigned at the discretion of administration.
12. ISS students may be required to provide one hour of community service (trash pickup/campus beautification) on the day of assignment(s).

### **JROTC:**

The Junior Reserve Officers Training Corp is conducted in accordance with Army Regulations and in agreement with the Wilcox County Board of Education. Participation is open to all students in grades 9-12. Participation imposes no military obligation upon a cadet outside or beyond the school environment. The major objective is to lay the foundation for patriotism, intelligent citizenship, leadership training and development, respect for constituted authority, and self-discipline. Cadets will normally receive at least five hours of citizenship each week between classroom and drill field activity. The Department of the Army provides clothing and equipment, textbooks, and other reference material free of charge to the cadets.

### **LEAVING CLASS - HALL PASS:**

Students are not allowed to leave class without the permission of the teacher except for a physical emergency.

**Any student who leaves the classroom even with the permission of the teacher must have a school issued Hall Pass from the teacher.** Students who are out of class for any reason without a Hall Pass may face disciplinary consequences.

### **LEAVING SCHOOL:**

**To leave school at any time or for any reason, a student must sign out through the office.**

**ANY STUDENT WHO LEAVES THE SCHOOL WITHOUT PROPERLY SIGNING OUT is considered “skipping school” and WILL FACE DISCIPLINARY CONSEQUENCES** including, but not limited to, in-school or out-of-school suspension.

All students are to remain on the school grounds during the lunch break. Students who leave the school anytime during the instructional day will receive an unexcused tardy or absence unless a doctor’s note or other acceptable excuse is provided.

**LEAVING ASSIGNED SCHOOL TO VISIT ANOTHER SCHOOL ON CAMPUS:**

Students are prohibited from visiting from school-to-school during school hours of 7:56 a.m. to 3:06 p.m. If a student needs to go to another school (even if it is for a teacher), he/she must receive permission to leave the school from an administrator. Further, the student must receive permission from the school office in which he/she is visiting to enter the building and proceed to his/her destination. Visits to other schools should be kept to a minimum during the school day.

**LEAVING SCHOOL WITHOUT PERMISSION:**

Once a student comes on campus on a school day for any reason or by any means (vehicle, bus, walking, etc.) he/she is considered to be at school for the day. Once on campus, a student must receive permission from the school office to leave campus. Any student who leaves campus without permission from the office is considered to be “skipping school.” If the student leaves school without permission, the following are consequences the student may face: Students must get permission to sign out.

**1st Offense: 5 days In School Suspension**

**2nd Offense: 3 days Out of School Suspension-conference with parent/guardian**

**3rd Offense: 5 days Out of School Suspension and may appear before Board of Education**

**SLEEPING IN CLASS:**

**1<sup>st</sup> Offense: corporal punishment or 2 days ISS**

**2<sup>nd</sup> Offense: corporal punishment or 3 days ISS**

**3<sup>rd</sup> Offense: administrative discretion**

**LOST AND FOUND:**

All articles found (books, jewelry, clothing, etc.) should be turned in to the main office. Students who have items lost or stolen should notify the principal or assistant principal immediately. Items that are not claimed will be discarded at the discretion of the school.

**OUT OF SCHOOL SUSPENSION:**

Students who are in out-of-school suspension receive a grade of zero (0) for all assignments during the suspension. A student may request from his/her teacher work to keep from getting behind with the understanding these assignments (even though completed) will still receive a grade of zero (0). Grades missed as a result of out-of-school suspension cannot be made up.

**PARENT INVOLVEMENT:**

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents’ concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member’s request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student’s parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the

principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for a hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

### **PARENTS RIGHT TO KNOW:**

The Every Student Succeeds Act (ESSA) of 2015 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct their child.

As a recipient of these funds, our school system will provide you with this information in a timely manner upon request. Specifically, you have the right to request the following information about each of your child's classroom teachers and paraprofessionals:

- whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches
- whether the teacher is teaching under emergency or provisional status because of special circumstances, the teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree
- whether paraprofessionals provide services to your child and, if so, their qualifications

Wilcox County Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher(s), please contact Mrs. Aleph Fore -Title I Director at 229-467-2141 ext. 24 or by email at ForeA@wilcoxcountyschools.org.

### **PARENT-TEACHER CONFERENCES:**

In order for students to make better grades and to enjoy school more, parent-teacher conferences are encouraged. Teachers are always ready to meet with parents to discuss grades, behavior, attitudes, extra-curricular activities, etc. A simple call to the school office will enable the secretary, counselor, principal, or assistant principal to arrange a convenient time outside of classroom instructional time for the parent(s) and teacher(s) to meet together. Usually these conferences are arranged during the teacher's planning period or after 3:10 PM. Additionally, two parent conference days are provided. Refer to the school system calendar for specific dates.

### **PARKING:**

Students who park on campus are to follow all the rules and regulations outlined by the State of Georgia when on the school campus unless school rules indicate otherwise.

To purchase a permit to park on campus, a student must present proof of a valid driver's license, current tag, and in-force insurance coverage.

Parking permits can be purchased from the high school assistant principal for \$10.00. Students who purchase a parking permit will be assigned a designated parking space and will be expected to park in that space unless other arrangements are approved by the school administration.

Students who have more than 5 tardies or who miss more than 5 days unexcused per semester may have parking privileges revoked.

***Students are not permitted in cars/parking lots during school hours without permission from school administration.***

The following rules will apply to students who drive on campus:

- Students must park in school approved parking areas only.
- Permits must be displayed at all times on the inside rear view mirror or behind the driver's seat in the rear window.
- If a permit is lost, a replacement must be purchased in order to continue parking on campus.
- All parking rules must be followed by students driving to school.
- Students must register all cars that will be driven on school campus by tag number.
- Students must be 16 years old to drive a vehicle on campus or to obtain a permit.
- Radios must be turned OFF entering or leaving campus.

- All vehicles will be subject to search by school administration and designated law enforcement officials.
- The speed limit on school grounds is 5 m.p.h.
- WCHS is not responsible for auto accidents, injuries, or vandalism, lost or stolen items.
- Golf carts and all-terrain vehicles (ATV's) are not allowed on campus.
- Students that do not follow this set of guidelines and who park on campus without a permit or approval of the school administration will be fined/punished at the discretion of the administration and may have parking privileges revoked indefinitely.

Failure to abide by these rules could result in the loss of the privilege to drive on campus.

**1<sup>st</sup> Offense: Four (4) days of loss of driving privilege**

**2<sup>nd</sup> Offense and subsequent offenses: Loss of driving privilege for the remainder of the school year or indefinitely or permanently**

**POSTERS AND ANNOUNCEMENTS:**

All posters and announcements regarding school sponsored activities **must be submitted to and approved by the school administration** before posting or displaying in the school or community. It is the responsibility of the party who posts or displays the posters to remove posters with expired event dates in a timely manner. There is a process in place that routinely monitors non-discrimination compliance.

**PRINTED/RECORDED MATERIAL:**

Pornographic or suggestive literature, pictures, sound recording or videos, obscene/indecent drawings, posters suggesting illegal, immoral behavior, or satanic/cult material are prohibited on campus. The following are consequences:

**1<sup>st</sup> Offense: 4 days ISS**

**2<sup>nd</sup> Offense: 3 days OSS**

**PROGRESS REPORTS/REPORT CARDS:**

A progress report is given to each student at the middle of each grading period. Each progress report contains grades and attendance data.

Report cards go out every nine weeks. Along with the initial report card, the beginning of the year universal screening data is sent to parents.

WCES students are expected to have a parent/guardian sign the report card and bring the report card back to the school within three days.

**PROMOTION AND RETENTION:**

- Wilcox County Elementary School (K, 1, 2, 3, 4, 5)

Teacher recommendation, attendance, discipline and other assessment data will be used in conjunction with the criteria below to make decisions on Placement/Promotion/Retention.

- Kindergarten: In order for kindergarten students to be promoted to the first grade, they will be required to meet at least 70% of reading and math standards.
- First Grade: In order for first grade students to be promoted to the second grade, they will be required to pass reading and math with a yearly average of 70 or above.
- Second Grade: In order for second grade students to be promoted to the third grade, they will be required to pass reading and math with a yearly average of 70 or above.
- Third Grade: In order for third grade students to be promoted to the fourth grade, they will be required to pass reading and math and two other major subjects with a yearly average of 70 or above. Overall, third graders will be required to pass four of the six major subjects, (READING, MATH, language, science, spelling and social studies).
- Fourth Grade: In order for fourth grade students to be promoted to the fifth grade, they will be required to pass reading and math and two other major subjects with a yearly average of 70 or above. Overall, fourth graders will be required to pass four of the six major subjects, (READING, MATH, language, science, spelling and social studies).
- Fifth Grade: In order for fifth grade students to be promoted to the sixth grade, they will be required to pass reading and math and two other major subjects with a yearly average of 70 or above. Overall, fifth graders will be required to pass four of the six major subjects, (READING, MATH, language, science, spelling and social studies).



- Wilcox County Middle School (6, 7, 8)

Teacher recommendation, attendance, discipline and other assessment data will be used in conjunction with the criteria below to make decisions on Placement/Promotion/Retention.

- Sixth Grade: Sixth grade students will be promoted to the seventh grade and must pass at least three of the major four classes, two of which must be reading/language arts and math with a yearly average of 70 or above. The listing of subjects is: Reading/ Language, Math, Science, and Social Studies
- Seventh Grade: Seventh grade students to be promoted to the eighth grade must pass at least three of the major four classes, two of which must be reading/language arts and math with a yearly average of 70 or above. The listing of subjects is: Reading/ Language Arts, Math, Science, and Social Studies
- Eighth Grade: Eighth grade students to be promoted to the ninth grade must pass at least three of the major four classes, two of which must be reading/language arts and math with a yearly average of 70 or above. The listing of subjects is: Reading/ Language Arts, Math, Science, and Social Studies. Additionally, the students must have passed at least two of the three years of Science and at least two of the three years of Social Studies.

Low-performing students and/or at-risk students will be required to attend summer school contingent upon state/federal funding.

- GEORGIA HIGH SCHOOL GRADUATION REQUIREMENTS (9, 10, 11, 12)

All students are expected to complete a common set of requirements to earn a regular diploma. Students must pass all required courses, including those courses with an end of course assessment. GA DOE rules also require that the End of Course Milestone Assessment count as 20% of a student's final course grade. Students graduating will be required to have at least 26 units to graduate.

**ANY STUDENT WHO HAS NOT MET FULL REQUIREMENTS FOR GRADUATION WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION EXERCISES.**

Under Section 9528 of the No Child Left Behind Act of 2001 (NCLB), local school systems are required to disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning, unless individual students 18 or older or their parents request that the information not be released. Parents or students 18 and older must notify the school principal in writing by August 31 of the current school year if they choose to opt out of this information disclosure. School districts are also obligated to provide military recruiters with the same access to secondary students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

#### **RESTROOMS:**

Restrooms are provided and maintained for student use. Students are expected to share responsibility for keeping restrooms clean and in working order. Any student found deliberately abusing the restrooms in any way will be referred to an administrator for disciplinary action.

No loitering or socializing is allowed in the restrooms.

Administration reserves the right to limit access to restrooms if students habitually abuse non-essential restroom breaks.

#### **RIOTING OR UNAUTHORIZED MEETINGS:**

Students who attempt to riot or who are involved in rioting or unauthorized gatherings/meetings will be suspended for eight (8) days and recommended for expulsion for the remainder of the school year. Local law enforcement may remove students involved in such activity and warrants may be taken without prior notice.

#### **SEARCHES:**

Cars parked on campus, book bags brought on campus and/or stored in school lockers, desks, and other school property shall be subject to inspection and search by school authorities at all times without notice to students or parents. Such searches may be conducted using "drug-sniffing" dogs or hand-held metal detectors.

Further, the Wilcox County School System reserves the right to use "walk-through" and "hand-held" metal detectors and "drug-sniffing" dogs at any school function, including activities which occur outside normal school hours or off the school campus. School administration reserves the right to determine whether or not to provide prior notice of the use of methods and tools.

If knives or ammunition (and/or other prohibited items) are found in a student's vehicle during a search, consequences are as follows:

**1<sup>st</sup> Offense: Warning and returned to parent**

**2<sup>nd</sup> Offense: 4 days OSS**

**Subsequent Offenses: Subject to discretion of school administration**

**SKIPPING CLASS OR OUT OF CLASS WITHOUT PERMISSION OR IN UNAUTHORIZED AREA:**

Any student who is out-of-class without a school issued Hall Pass OR any student who is in an unauthorized area is considered to be skipping class and is subject to the following:

**1st Offense: 2 days In School Suspension or Corporal Punishment (3 licks)**

**2nd Offense: 3 days In School Suspension or Corporal Punishment (3 licks) AND Parent Conference**

**3rd Offense: 3 days Out of School Suspension**

**SKIPPING SCHOOL -- LEAVING SCHOOL WITHOUT PERMISSION:**

Once a student comes on campus on a school day for any reason or by any means (vehicle, bus, walking, etc.) he/she is considered to be at school for the day. Once on campus, a student must receive permission from the school office to leave campus. Any student who leaves campus without permission from the office is considered to be "skipping school." If the student leaves school without permission, the following are consequences the student may face: Students must get permission to sign out.

**1st Offense: 4 days In School Suspension**

**2nd Offense: 3 days Out of School Suspension and conference with parent/guardian**

**3rd Offense: 4 days Out of School Suspension and may require appearance before the Board of Education**

**SLEEPING IN CLASS:**

1<sup>st</sup> Offense: corporal punishment or 2 days ISS

2<sup>nd</sup> Offense: corporal punishment or 3 days ISS

3<sup>rd</sup> Offense: administrative discretion

**STEALING:**

Refer to the Wilcox County School System Student Discipline Code of Conduct section of this handbook for more information and consequences.

**STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY:**

Students are encouraged to be at school everyday! If a student arrives late to school or leaves school early, he/she must sign in and/or out through the school office.

Once a student is on the school campus, he/she must remain at school at all times during the school day unless an emergency or illness occurs and the student obtains permission from parent/guardian to leave school.

Students are not allowed to leave the school campus to run errands, get lunch, or pick-up siblings from other schools during school hours. Parents may request from the school principal permission for a student to leave school on a case-by-case basis. All such requests are subject to attendance regulations.

The school will not release a student to any individual who is not listed in the student information system without obtaining approval from the parent/guardian. Once a student checks out of school, he/she must leave the campus immediately. If a student returns to school, he/she must report to the school office to sign-in and get a tardy to be allowed to class. If a doctor's note/excuse is provided, the tardiness will be excused.

**TARDY TO SCHOOL OR CLASS:**

Students are expected to be in class/school by the ringing of the tardy bell whether arriving by bus or private transportation. Students who arrive after the tardy bell are required to report to the school office to sign-in and get a tardy before being allowed to class. When a student accumulates 7 tardies, the student is subject to corporal punishment (3 licks) or 2 days in-school suspension (ISS). Students who park on campus may also have parking privileges revoked after 5 unexcused tardies per semester.

Any student who is absent from school is not allowed to be on campus for any reason without reporting to the school office to sign-in or obtain permission from the school administration. Any student who is absent from school who comes on the school campus (even with permission from administration) is considered a visitor and is required to “sign-in and out” in the school office just like any other visitor is required to do. A student on campus without permission will be required to leave.

Within three days of returning to school following any absence, it is the responsibility of the student/parent to submit a written excuse to the school office. The excuse must specifically state the reason for the absence. Any excuses submitted after the three day limit may be denied.

Students who submit a valid excuse will have up to three days to meet with his/her teachers to make a plan for how and when any incomplete or missing assignments will be finished and turned in to the teachers. Any student who does not meet with his/her teachers within the three day limit, may not be allowed to make up incomplete and/or missing assignments and a grade of zero may result. Assignments/work missed due to absences as a result of out-of-school suspension will not be allowed to be made up and will result in a grade of zero.

**NOTE:** Attendance is part of the condition to play sports and/or to participate in other extra-curricular activities such as clubs, competitions, and rewards.

The Wilcox County Board of Education uses the following state approved guidelines for excusing students from school:

Code: JB

#### 160-5-1-.10 STUDENT ATTENDANCE.

##### (1) DEFINITIONS.

(a) Foster Care Student – a student who is in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services.

(b) Student Attendance Protocol – procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of O.C.G.A. § 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issue with parents and guardians. The protocol shall also include recommendations for policies relating to tardiness.

(c) Student Attendance Protocol Committee – a committee established, pursuant to O.C.G.A. § 20-2-690.2, by the chief judge of the superior court of each county for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of this state.

(d) Student Teen Election Participant (STEP) – a program designed to permit full time public, private, and homeschooled high school students the opportunity to volunteer to work as poll officers during any primary, special, or general election according to the provisions set forth in O.C.G.A. § 21-2-92.

(e) Truant – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

##### (2) REQUIREMENTS.

(a) School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

(b) Local boards of education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum. Policies may require submission of appropriate documentation.

1. Personal illness or when attendance in school endangers the student’s health or the health of others.

(i) Local boards of education may require students to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence. With proper verification a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services.

2. A serious illness or death in a student's immediate family necessitating absence from school.

(i) In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.

3. A court order or an order by a government agency, including pre induction physical examinations for service in the armed forces, mandating absence from school.

4. The observation of religious holidays, necessitating absence from school.

5. Conditions rendering attendance impossible or hazardous to student health or safety.

6. Registering to vote or voting in a public election, which shall not exceed one day.

7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. (O.C.G.A. § 20-2-692.1)

8. Any other absence not explicitly defined herein but deemed by the local school board of education to have merit based on circumstances.

(c) Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.

(d) A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.2

(e) A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted as present and given full credit for the school day during which he or she served in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year.

(f) Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.

2. Make up work for excused absences was completed satisfactorily.

(g) Local boards of education are not required to provide make-up work for unexcused absences.

(h) Nothing in this rule should be construed to encourage student absences or as an approval of excessive unexcused absences.

(i) To reduce unexcused absences, each local board of education shall adopt policies and procedures that shall include but are not limited to:

1. Requiring the school system to notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send written notice via certified mail with return receipt requested, or first-class mail; and

2. Prior to any action to commence judicial proceedings to impose a penalty on a parent, guardian, or other person residing in this state who has control or charge of the school aged child for failing to comply with compulsory attendance, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested; and

3. Requiring public schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has

control or charge of a child, or children. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of a written statement of possible consequences for noncompliance to the local system's policy.

(j) Each local board of education shall implement a progressive discipline process and a parental involvement process for truant students before referring the students to the juvenile or other court having jurisdiction.

(k) Each local board of education shall adopt policies requiring the local school superintendent or the superintendent's designee to use his or her best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. § 40-5-22 regarding the denial of driver's permits and licenses.

(l) Each local board of education shall adopt as a part of the student codes of conduct developed pursuant to O.C.G.A. § 20-2-735 a definition of truancy that contains the minimum standards established by State Board of Education Rule 160-5-1-.10 Student Attendance and a summary of possible consequences and penalties for truancy. The summary of possible consequences for students shall include possible dispositions for unruly children in accordance with O.C.G.A. § 15-11-67, including the possible denial or suspension of a driver's license for a child.

(m) Pursuant to O.C.G.A. § 20-2-690.2, each local school system shall participate in a student attendance protocol committee. Independent school systems may participate in the committee in the county where the system is located. Independent school systems whose geographic area encompasses more than one county may select one of such counties in which to participate. An independent school system that elects not to participate in the committee of the county where it is located shall request the chief judge of the superior court of a county encompassed by its geographic area to establish an independent student attendance protocol committee.

1. The superintendent or the superintendent's designee of the local school system shall fully and actively assist in the planning, implementation, and evaluation activities of the local school system student attendance protocol committee.

2. The superintendent, a certificated school employee, a local school board member from each public school system in the county, and a certificated school social worker from each public school system, if any are employed by the school system, shall serve on the student attendance protocol committee.

3. Each local board of education shall consider and publicly announce its decisions regarding the recommendations of the student attendance protocol committee.

4. Each local board of education shall report annual student attendance rates to the student attendance protocol committee and the State Board of Education by September 1 following each school year.

5. The local school system shall be responsible for providing a copy of the written student attendance protocol to the Department by July 1, 2005, and upon any subsequent revisions or amendments.

6. The Department shall develop and disseminate exemplary model protocols that may be implemented by local boards of education.

Authority O.C.G.A. § 15-11-10; 15-11-67; 20-2-85; 20-2-240; 20-2-310; 20-2-690.1; 20-2-690.2; 20-2-692; 20-2-692.1; 20-2-693; 20-2-694; 20-2-695; 20-2-696; 20-2-697; 20-2-698; 20-2-701; 20-2-735; 20-2-736; 21-2-92.

Adopted: May 7, 2015

Effective: May 27, 2015

### **TESTING:**

Listed below is the testing schedule for grades K-12. Georgia state assessments are undergoing major revisions and testing dates are subject to change if dictated by the Georgia Department of Education. The tests to be given at each grade as well as the dates for test administration are included. Wilcox County test dates were chosen and agreed upon by both central office and building level administrators and comply with the state testing window requirements. A quick summary of the list is as follows:

1. Kindergarten will take the GKIDS.
2. Grades 3, 4, 5, 6, 7, and 8 will take the End of Grade Milestone Assessment.
3. Grades 9, 10, 11, and 12 will take the End of Course Milestone Assessment.
4. Grades Pre-K thru 12<sup>th</sup> may take a benchmark test in subjects where a state standardized test is not administered. Tests will be administered at the beginning and the end of the course. This test may be administered near the midpoint of the course. This test may also be used as a final examination for some courses. The teacher's syllabus should explain the weight to be assigned.

### **TEST-OUT PROVISION:**

In accordance with Board Policy JBC, a student may “test-out” of up to three high school courses by scoring at the “Exceeds” level on the End of Course (EOC) Milestone Assessment. A request to test-out must be made to the Principal, and a “pre-test” or “benchmark test” may be used to determine eligibility for “testing out”. Should the student fail to test out of a course, then he/she will be responsible for the cost of the assessment. The parent must pre-approve any attempts, and the cost will be disclosed to the parent beforehand.

A tentative testing schedule can be found on the school calendar.

#### **TRANSCRIPT REQUESTS and OTHER SCHOOL DOCUMENTS:**

Any request for a transcript must be submitted to the school office on the Request for Transcript form 7 business days before the transcript is needed. There is no charge to anyone who has been out of school less than 2 years. A \$3.00 fee will be charged to anyone who has been out of school 2 or more years.

Any request for education verification and job related documents must be submitted to the school office 7 days before the documents are needed.

#### **VALUABLES:**

The school is NOT responsible for lost, stolen, or damaged student property and does not assume the responsibility of keeping student property safe for the student. Therefore, students are strongly discouraged from bringing large sums of money, expensive jewelry, and/or other items of value to school.

#### **VISITORS:**

Students are not to invite visitors to school. No one is permitted to enter a classroom for any reason without a visitor’s pass obtained from the principal’s office. Official business by parents or others must be authorized through the office. All visitors must report directly to the main office. Teachers will not be allowed to see visitors before this procedure is completed. Any person who remains on school property after receiving notice to leave by a school official may be charged with a misdemeanor. Punishable by fine or jail (GA Law 20-2-1180).

#### **WEAPONS: NO WEAPONS ALLOWED!**

Refer to the Wilcox County School System Student Discipline Code of Conduct section of this handbook for more information and consequences.

#### **WILCOX ALTERNATIVE LEARNING CENTER (WALC) STUDENTS:**

Wilcox County Schools Student Handbook establishes school procedures and consequences for student discipline for the Wilcox Alternative Learning Center (WALC) students. All WALC students are subject to the expectations, rules, and consequences set forth in this Handbook.

**Students in the WALC for disciplinary reasons are NOT allowed to attend or participate in extracurricular events. They will only be allowed to attend graduation if all requirements are met.** Students in the WALC for academic reasons are allowed to attend or participate in extracurricular events.

#### **WITHDRAWAL PROCEDURES:**

A student who withdraws during the school year must complete a withdrawal form from the school office at the beginning of his/her last day. All books and materials must be returned and all obligations (lost books, fees, dues, fines) must be cleared before the student’s records will be forwarded to another school. Any student who voluntarily withdraws from school may not be allowed to re-enter the school system without appearing before the Board of Education for approval.

#### **WORK-BASED LEARNING PROGRAM (WCHS only):**

##### **WCHS WORK-BASED LEARNING PROGRAM:**

The work-based learning program at Wilcox County High School is a privilege afforded to student who each semester meet and sustain the following minimum requirements:

- Adhere to deadlines
- Submit quality work products
- Participate in and/or complete all projects, events, and other predetermined expectations (such as Dress for Success)
- Verify eligibility and secure approval in the program
  - Note: Eligibility is based upon the completion of two GMAS EOC assessments
- Maintain a grade point average of at 2.5
- Maintain eligibility for graduation
- Sign-out daily before leaving campus
- Complete the first two and be enrolled in the third pathway course
- Participate in and maintain good standing in dual enrollment (11<sup>th</sup> grade only) classes

- Have no more than 5 unexcused absences per semester in any instructional block
  - Scenario One: Student has 6 unexcused absences in 1<sup>st</sup> block, the student is removed from the WCS WBL program
  - Scenario Two: Student has a total of 6 unexcused absences in any instructional block, the student is removed from the WCS WBL program
  - Scenario Three: Student is tardy to first block class 6 times without an acceptable excuse, the student is removed from the WCS WBL program
- Maintain an acceptable discipline record
  - The following are significant violations of the discipline code that may result in removal from the WCS WBL program:
    - Disrespect and/or other insolent (rude, brazen, cocky) conduct that results in a discipline referral to the school office
    - Disruptions or other behavior (such as drama) that demonstrates immaturity and results in a discipline referral to the school office
  - The following are considered serious violations of the discipline code that may result in immediate removal from the WCS WBL program:
    - Fighting
    - Cheating
    - Skipping
    - Infractions referenced in the WCHS Student Handbook will result in immediate dismissal from the WBL program and other disciplinary consequences
    - Other
      - Note: The school reserves the right to consider individual circumstances before rendering a final decision
  - The following are considered incidental violations of the discipline code whether or not they result in a discipline referral to the school office. These incidents are not likely to be grounds for dismissal from the WCS WBL program.
    - Electronic device(s)
    - Other

Grades will be checked every two weeks. Students who are failing two or more classes at the predetermined grade check may be suspended from the WCS WBL program for at least two weeks. During the time of suspension, the student will not be allowed to report to work and will be required to stay at school in the designated area.

Any student who has failing grades for three consecutive grade checks may be removed from the WCS WBL program for the remainder of the semester and will not be allowed to re-apply until the following school year.

### **Wilcox County School System Student Discipline Code of Conduct**

Dear Parents and Students,

We are pleased to have you as a part of the Wilcox County School System. In order to provide you with a safe environment, the Wilcox County Board of Education adopted a Student Discipline Code of Conduct. We feel you will find it very helpful. Your teachers and administrators are available to help you with any questions you may have. We want all students to have an enjoyable school experience and remember "We Believe in You!"

Sincerely,  
Dale Garnto, Superintendent

**Purpose of this Code**

The purpose of this code is to provide students in the Wilcox County School System an effective and safe learning environment. This booklet has been prepared in accordance with the Discipline Procedures of the Wilcox County School System. It contains information for school personnel, students, and parents. Included in the booklet is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school related activities. Students and their parents need to know and understand this code in order to achieve these goals.

**Students SHOULD:**

- Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- Avoid behavior that impairs your own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- Recognize and respect the rights of other students and adults including persons attending school functions. All students should show concern for and encouragement of the educational achievements and activity participation of others.

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

**Note to Parents & Students**

School officials are required to report any reasonable suspicion that a child is being abused or neglected by parents or other persons. Georgia State Law also requires school administrators to report to law enforcement any incident where there is reasonable suspicion to believe that a student may have committed certain serious crimes on school property. These prohibited acts include aggravated assault with a firearm, aggravated battery, possession of a deadly weapon, drug offenses, and sexual offenses (OCGA §20-2-1184).

In cases where law enforcement officials are conducting criminal investigations involving students at school, school staff and administrators will not notify parents of students being interviewed unless directed to do so by the investigating officer. Parents will be notified any time a student is taken into custody by law enforcement or juvenile authorities.

**CODE OF CONDUCT**

**ACCEPTANCE OF DISCIPLINARY ACTIONS - Students will accept disciplinary actions.**

<b>Violations</b>	<b>Consequences</b>
Failure to accept disciplinary action	Penalty may include detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. In severe cases referral to law enforcement and/or juvenile court.

**ALCOHOL – Students shall be free of alcohol.**

a. Unlawful possession of or use of alcohol or under the influence of alcohol on school property or at a school function.	a. Consumption of alcohol by a student will result in 8 days of OSS. b. If alcohol is found in your vehicle, then you will receive 5 days ISS and 5 days OSS. All items found in violation of school rules will be confiscated and disposed of. c. Repeat violations may result in immediate suspension with hearing and/or possible recommendation for expulsion.
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**ASSAULT/BATTERY - Students shall refrain from being involved in an assault and/or battery.**



Violations	Consequences
a. Verbal assault, including threatened violence, of teachers, administrators or other school staff	a. Penalty at the discretion of the administration depending on the circumstance. Threatening a teacher or staff personnel could result in 10 days of out of school suspension and/or expulsion and suspension of driver's license for 90 days and charges by local law enforcement.
b. Touching or pushing another student.	b. Penalty at the discretion of the administration depending on the circumstance.
c. Fighting/Battery-intentionally making physical contact with another student in a provocative manner.	c. The following procedure will be followed concerning fighting (at school, on school grounds, on buses, or at any school function) during the student's school career:  Automatic suspension and referral to tribunal; depending on severity of the fight the police may be called and criminal charges may be filed. The police will be called for any unprovoked attack on another student or member of the faculty.
d. Striking or threatening harm or violence to another student including extortion and/or hazing.	d. Automatic suspension and referral to tribunal; depending on severity of the incident the police may be called and criminal charges may be filed. The police will be called for any unprovoked attack on another student or member of the faculty. Possible restitution for all damages may occur.
e. Intentionally making physical contact of an insulting or provoking nature or threatening harm to a teacher, school bus driver, or other school employee or official.	e. Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion. Georgia Code Section 40-5-22 requires the school system to report to the Department of Driver Services all students, ages 15-17, who violate this section of this discipline code. The Dept. of Driver Services will suspend the permit or driver's license of these students.
f. Intentionally making physical contact which causes physical harm to a teacher, school bus driver, or other school official or employee.	f. Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion for the remainder of the student's eligibility to attend public school. Georgia Code Section 40-5-22 requires the school system to report to the Department of Driver Services all students, ages 1517, who violate this section of this discipline code.
	The Dept. of Driver Services will suspend the permit or driver's license of these students.
g. Bullying – An act that is: 1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; 2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or 3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: a. Causes another person substantial physical harm within the meaning of Code Section 165-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; b. Has the effect of substantially interfering with a student's education;	g. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 612 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.  Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. <b>If you think you are being bullied you should report it immediately to any administrator in</b>

<p>c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or</p> <p>d. Has the effect of substantially disrupting the orderly operation of the school.</p> <p>The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.</p>	<p><b>your school.</b> Posters will also be displayed throughout the school with information on ways to anonymously report bullying and information on bullying activity.</p>
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Any situation involving assault and/or battery could result in the involvement of law enforcement officials, possibly resulting in removal and arrest. The local policy (JCEB) governing the disciplinary tribunal process is included in this code of conduct booklet.

**ATTENDANCE REQUIREMENTS - Students will comply with the compulsory attendance requirements of O.C.G.A. § 20-2-690.1 and will attend all classes on time.**

Violations	Consequences
a. Repeated tardiness.	Penalty for a, b, and c, will be at the discretion of the administration depending on circumstances. May include parent conference, counseling, detention, including suspension, referral to attendance review committee or recommendation for long-term
b. Skipping class or required activities.	
c. Unexcused absences.	
	suspension/expulsion. Referral to school social worker for possible referral to juvenile court.

In accordance with O.C.G.A. § 40-5-22, more than ten school days of unexcused absences in any academic year may result in the revocation of an instruction permit or driver's license by the Department of Driver Services.

**BUS RULES: Students shall follow established guidelines when riding a school bus and at school**

Riding a school bus is a privilege extended to students that can be taken away at any time for disruptive or unsatisfactory conduct. Bus students are expected to obey the rules and regulations given by the bus driver. A bus conduct report will be sent home to notify parents of a student who persists in disregarding the bus driver's authority. He/she may be denied bus transportation or be duly punished. School bus rules are designed to ensure the students' safety while being transported. Please make sure your child is aware of the bus rules and is encouraged to obey them.

1. Students should follow the directions of the driver.
2. Students should be at the bus pickup location 5 minutes before the bus arrives.
3. Students will cross the roadway in front of the bus after: the bus has stopped, they have looked at the driver for a signal, and they have looked in both directions for traffic (left-right-left).
4. The bus driver or monitor has the right to make reasonable requests, including assigning student seats (either individually or the entire bus).
5. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
6. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substance on the bus.
7. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held on their laps.
8. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
9. Students will not extend their heads, arms, or objects out of the bus windows.
10. Students will be totally silent at railroad crossings.
11. Students will stay seated until time to get off the bus. The open bus door is to signal to get up from the bus seat.
12. Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus or to get on or off the bus at a different bus stop location.
13. Students will help keep their bus clean.

Parents: Issues relating to transportation must be addressed through the school administration. Do not disrupt the bus routes. Bus drivers have a schedule to maintain. If a child decides to continue to misbehave on the bus, they will be returned to school and a parent/guardian will be required to come and pick them up. If you do not pick your child up from school within one hour of being called, law enforcement may be called to transport the child home. Further consequences may be applied by school administration if necessary.

**SEVERE MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED!**

The following behaviors may result in immediate suspension from the bus and/or school.

1. Vandalism
2. Abusive Language/Racial Remarks
3. Smoking
4. Pornography
5. Defiance
6. Alcohol/Drugs
7. Weapons
8. Obscene/Suggestive Behavior
9. Fighting/Assault

**Other Severe Disruptive Behavior(s) Not Listed**

<p>a. Unruly behavior or any act that might endanger the life or well-being of any student/adult on the bus or persons/pedestrians.</p>	<p>Penalty at the discretion of the administration depending on the circumstances. May include counseling with student-parent(s)-teacher, detention, in-school suspension, short-term suspension, recommendation for long-term suspension/expulsion or recommendation for expulsion or removal from bus, or in severe cases may result in referral to juvenile court.</p>
<p>b. Any other unsatisfactory conduct, such as disrespectful conduct, including the use of vulgar or profane language, toward the school bus driver or other persons on the school bus, or cutting, defacing or otherwise damaging in any way property belonging to the school district.</p>	<p>Penalty at the discretion of the administration depending on the circumstances. May include counseling with student-parent(s)-teacher, detention, in-school suspension, short-term suspension, recommendation for long-term suspension/expulsion or recommendation for</p>

	expulsion or removal from bus, or in severe cases may result in referral to juvenile court.
c. Any act of physical assault/battery or bullying as defined in item 2 of this document, on the school bus.	Immediate removal from the bus and suspension from bus and/or school at the discretion of the administration.

**CHEATING - Students will complete their own work.**

<b>Violations</b>	<b>Consequences</b>
Cheating will not be tolerated on any student work. Examples of Cheating includes: copying another student's homework, copying another student's classwork, copying another student's test paper or making an electronic copy of a test, answer sheet or a selection of either using a copier, scanner, cell phone or any other device.	Penalty at the discretion of the administration depending on the circumstances. It could result in receiving a failing grade for work and/ or three (3) days In-School Suspension and additional punishment. Punishment may also include counseling with student-parent(s)-teacher, detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. Parents and administration will be notified.  Use of technology to copy any state test, benchmark exam, or final exam or any question, answer sheet or related document will result in recommendation to a tribunal for immediate expulsion, voiding of the test and a zero for the assignment.

**DRESS CODE - Students will adhere to the Wilcox County Schools' Dress Code located in the student handbook and on the WCSS website.**

<b>Violations</b>	<b>Consequences</b>
Refusal to comply with the dress code.	Students will be required to call parents and obtain a change of clothing. Students will not be allowed to attend classes while in non-compliance and may be isolated in an area of the administrators' choosing. Penalty may include, but is not limited to; warning, parental notification, parent conference, counseling, in-school suspension, or suspension.

**DRUGS - Students shall be free of drugs.**

<b>Violations</b>	<b>Consequences</b>
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a. The use of drugs is a very serious offense and will be treated as such. In addition to the school's punishment, law officials and the district attorney will be notified. Alcohol, marijuana, and any drug not prescribed by a doctor will be considered a drug. Prescribed medications must be secured with the school nurse upon entering campus. Possession / Use / Under the influence is punishable under administrative discretion. The principal, or his designee, will give oral and written notice to the student and will allow the student to discuss the matter as soon as it is practicable. Unlawful possession of or use of illegal drugs (including misuse of prescription drugs), or drug paraphernalia, or under the influence of drugs (including misuse of prescription drugs) on school property or at a school function.	a. Immediate suspension with hearing. Possible recommendation for expulsion.
b. Sale of or distribution of drugs, including prescription drugs, on school property or at a school function.	b. Immediate suspension with hearing. Suspension term of up to one semester or more possible. Permanent expulsion is recommended.
c. Possession of, sale of, or under the influence of, misuse of over the counter drugs or herbs, or distribution of over the counter drugs or any material implied or represented as drugs on school property or at a school function.	c. Penalty at the discretion of the administration depending on the circumstance. May include counseling with student-parent(s)-teacher, detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. In severe cases referral to juvenile court.
d. Inhaling or under the influence of substances on school property or at a school function (including aerosol sprays, glue, magic markers, etc.)	d. Penalty at the discretion of the administration depending on the circumstances.
e. Possession, distribution, or use of a man-made THC marijuana or other mind-altering substances.	e. Penalty at the discretion of the administration depending on the circumstances.

Georgia Code § 40-5-22 requires the school system to report to the Department of Driver Services all students, ages 15-17, who violate this section of this discipline code. The Department of Driver Services will suspend the permit or driver's license of these students (applies to violations 3a, 3b, 3c, and 3d). Student medicines should be administered according to Board Policy JGCD. Because drugs and alcohol are both illegal and harmful to students, in every instance of drug and alcohol use or possession, parents and law enforcement officials will be notified, possibly resulting in removal and arrest.

**ELECTRONIC DEVICES - Students will not use either one-way or two-way communication devices or laser pointers in school buildings or on school buses.**

Violations	Consequences
a. Students shall not be permitted to use any personal electronic device during the school day.	MP3 players, iPods, iPads, Radios, CD players, and any other electronic devices are not allowed at school, except for "Bring Your Own Technology Days," which will be announced well in advance and with specified guidelines. <b>WARNING: Students bring electronic devices to school at their own risk, and the administration will not be responsible for items lost, damaged, or stolen.</b> If seen or heard, electronic devices will be confiscated and may be searched by school officials.
b. Possession of MP3 players and other such electronic devices that might interfere with the school bus driver's operation of the school bus, regardless of whether such possession is in school buildings, on school buses, or at school-sponsored activities. (See principal for exceptions.)	
c. Possession of laser pointers or other laser devices.	

d. Using mirrors, flash cameras or any other lights or reflective devices that might interfere with the bus driver's operation of the school bus.	Penalty for a, b, c, and d—1st Offense: Confiscation of the device and parent conference. Device will be returned to parent or legal guardian only 2nd and Subsequent Offenses: Confiscation of the device and additional penalty at the discretion of the administration, including possible hearing with possible alternative placement. See additional cell phone procedures.
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**FIRE ALARMS - Students will activate fire alarms or make such reports only when emergency situations exist.**

Violations	Consequences
Pulling fire alarms unnecessarily or making false reports.	Penalty at the discretion of the administration depending on intent. Immediate suspension with hearing with possible recommendation for expulsion for the remainder of the school year. Immediate restitution.

**FIREWORKS/EXPLOSIVES - Students will be free of fireworks.**

Violations	Consequences
Possession and/or use of any explosive or fireworks.	Penalty at the discretion of the administration depending on circumstances.

**GAMBLING - Students will not participate in gambling activities or possess items used for gambling.**

Violations	Consequences
a. Students are not allowed to gamble or have gambling devices or cards on school property or at any school function. If a student is caught gambling, the gambling devices and/ or money will be confiscated.	1st offense: 2 days of In School Suspension/ Corporal Punishment 2nd offense: 4 days of In School Suspension/ Corporal Punishment 3rd offense: 3 days Out of School Suspension Additional consequences at the discretion of the administration may include detention, parent conference and counseling, in-school suspension, out of school suspension, or referral to juvenile authorities.
b. Possession of dice, playing cards, or other gambling items for the purpose of gambling.	

**GANG INVOLVEMENT - Students will be free from gang involvement.**

Violations	Consequences
Wearing or displaying gang clothing, articles, or paraphernalia which has been established by the school administration as being gang related, or representing one's self as a gang member either through words or actions.	Anyone displaying gang-related symbols, signs, comments, greetings, or activities will be suspended home for one day and may return only with a parent/guardian. Administration shall have the discretion to apply this and increasing punishment, up to and including Alternative School placement (middle and high) or expulsion for repeated offenses. Additional punishment at the discretion of the administration.

**INAPPROPRIATE LANGUAGE - Students will refrain from inappropriate, abusive, or foul language and actions.**

Violations	Consequences
a. Use of profane, vulgar or obscene words or gestures; racial or ethnic slurs.	Penalty for a, b, c, d, e, f, and g may include detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. Parent conference may result. Sexual activity may result in the involvement of law enforcement. In severe cases referral to juvenile court. Abusive language of any type will not be tolerated. Punishment will be determined by the administration. 1st offense: 2 days of In School Suspension/Corporal Punishment 2nd offense: 3 days of In School
b. Indecent exposure or inappropriate public display of affection.	
c. Any sexual act on school property or at any school activity	
d. Possession or transmission of obscene, profane, or vulgar materials including but not limited to images within cell phones, cameras or other electronic devices.	
e. Other such actions which disrupt the school program or threaten the health or safety of others.	

f. Inappropriate use of technology including using computers or the internet or cell phones for extortion, hazing, and harassing of students and/or staff on campus or off campus if such actions are disruptive to the school.	Suspension/Corporal Punishment 3rd offense: 4 days of In School Suspension/Corporal Punishment
g. Deliberate attempts to by-pass internet security.	Immediate 30 day suspension from school computers.

**LOST AND/OR DAMAGED SCHOOL PROPERTY - Students will make restitution for all lost and damaged materials or unpaid fees or fines.**

Violations	Consequences
Failure to pay for lost and damaged school resources or lunch charges.	Penalty at the discretion of the administration. Assessment based on cost at time of purchase with adjustment for use, plus \$1.00 processing. Students who fail to pay for lost or damaged school resources or unpaid fees and fines shall lose the privilege of checking out additional materials or in certain cases, the privilege of participating in graduation ceremonies.

**PARKING AND TRAFFIC RULES - High school students will obey parking and traffic rules on school campus. (Elementary and Middle school students are not eligible for driving privileges.)**

Violations	Consequences
a. Parking and parking permit violations.	Penalties may include fines, suspension or loss of driving privileges, having a car towed off campus, detention, in-school suspension, or suspension. 1st Offense: Loss of driving privilege. Additional penalty at the discretion of the administration depending on circumstances. May include parent conference, detention, assignment to in-school suspension, or recommendation for long-term suspension/ expulsion. Referral to school social worker for proper referral to juvenile court. Parents/guardians will be notified. 2nd & Subsequent Offenses: Loss of driving privilege to school. Additional penalty at the discretion of administration up to and including recommendation for expulsion.
b. Student drivers leaving campus with permission during school hours in a ut vehicle.	

**PROPER LEARNING ENVIRONMENT - Students will cooperate in maintaining a proper learning environment.**

Violations	Consequences
a. Inciting, advising, or counseling of others to engage in prohibited acts.	Penalty for a. and b. at the discretion of the administration depending on the circumstance. May include counseling with student-parent(s)-teacher, detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. In severe cases referral to juvenile court.
b. Classroom and/or school disturbances causing disruption of learning opportunities.	
c. Acts which cause substantial disruption of learning opportunities and/or threaten the safety of other students.	c. Immediate suspension with hearing.
d. Committing any act off-campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process	d. Penalty at the discretion of the administration. May include suspension or expulsion.

**PROPERTY OF OTHERS - Students will respect the property of others.**

Violations	Consequences
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a. Destruction of and/or threats to destroy public or private property, which may include such actions as the use or threat of bombs, explosion devices, setting fires, damaging lockers and the deliberate marking, destruction or defacement of property that belongs to the school or another student, including during off-school hours; also includes willful or	Penalty at the discretion of the administration depending on intent which may include immediate suspension with hearing, replacing or repairing of damaged property, possible recommendation for expulsion, and immediate restitution. Law enforcement may be called for any offense.
malicious damage to real or personal property of the school or to personal property of any person legitimately at school, including during off-school hours. This includes books, desks, walls, lockers, computers, etc.	Senior pranks resulting in damage to school property may exclude your child's opportunity to participate in the graduation ceremony. Criminal charges may also be filed.
b. Defacement or "rigging" of lockers.	Immediate restitution/clean up. Possible loss of locker privileges.
c. Theft of public or private property which may include possession of stolen property located on school premises or at a school function.	Stealing is a very serious offense that may result in suspension or expulsion, and notification of law enforcement officials. Punishment will be determined by the administration: at a minimum five days out of school suspension or five days of school suspension, and reimburse school or individual.  In addition, consequences may include counseling with student-parent(s)-teacher and recommendation for long-term suspension/expulsion, immediate restitution, and possible referral to law enforcement and/or Juvenile Court.
d. Vandalism of public or private property located on school premises or at a school function, including during off-school hours.	

Any situation involving such actions as the use or threat of bombs, explosion devices, setting fires, and the deliberate destruction or defacement of school property could result in the involvement of law enforcement officials, possibly resulting in removal and arrest.

**REASONABLE SUSPICION - Students will submit to being searched for reasonable suspicions.**

Violations	Consequences
Refusal to be searched.	Immediate suspension. Possible hearing with a recommendation for long term suspension/expulsion.

**RESPECT FOR OTHERS - Students shall respect staff members, other students, persons attending school related functions and rules set forth within each school.**

Violations	Consequences
a. Rude and disrespectful behavior including use of vulgar or profane language.	Penalty for a, b, c and d may be at the discretion of the administration depending on the circumstances. May include counseling with student-parent(s) teacher, detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. In severe cases referral to juvenile court
b. Refusal to carry out instruction of faculty or staff members, including giving false or misleading information to faculty/staff members such as, but not limited to names or school.	
c. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.	
d. Verbal assault of, physical battery or battery of, and disrespectful conduct, including use of vulgar or profane language, toward persons attending school related functions.	

**SEXUAL HARASSMENT - Students shall be free of sexual harassment.**



Violations	Consequences
a. Unwelcome sexual conduct, advances, or propositions; verbal, written abuse of a sexual nature; graphic or degrading verbal comments, jokes, or teasing about an individual or his or her appearance; verbal conduct of a sexual nature; or stalking.	Penalty for a. and b. may include counseling, conference with parents, detention, in-school suspension, suspension, or possible expulsion.  <b>NOTE: Anyone falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, student or staff member shall result in punishment by school and law enforcement officials.</b>
b. Unwelcome sexual conduct of a physical nature (such as touching or pinching).	
**Students should report alleged sexual harassment to a teacher, counselor, or administrator.	

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**SKIPPING CLASS OR LEAVING CAMPUS - Students will remain on campus and in class unless permitted to leave.**

Violations	Consequences
Leaving campus without permission.	Penalty at the discretion of administration depending on circumstances. May include parent conference, counseling, detention, suspension, referral to attendance review committee or recommendation for long-term suspension/expulsion. Referral to school social worker for possible referral to juvenile court.
Skipping class without permission	

**TOBACCO and Vaping/Juuls Usage - Students shall be free of tobacco and related paraphernalia.**

Violations	Consequences
The use and display of any form of tobacco or vaping/Juul is prohibited on campus. Students are not allowed to have cigarettes or any form of tobacco products or vaping products including lighters in their possession at school on school buses, or while representing the school. Possession will be treated the same.  a. Possession or distribution of tobacco products or vaping products on school property or at a school function.	a. Penalty at the discretion of the administration depending on the circumstances. May include counseling with student-parent(s)-teacher, detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. Recommended Consequences: 1st offense: 5 days In School Suspension 2nd offense: 3 days Out of School Suspension 3rd offense: 5 days Out of School Suspension - Student may appear before the board
b. Use of tobacco or vaping products on school property or at a school function.	b. Penalty at the discretion of the administration depending on the circumstances. May include counseling with student-parent(s)-teacher, detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. Recommended Consequences: 1st offense: 5 days In School Suspension 2nd offense: 3 days Out of School Suspension 3rd offense: 5 days Out of School Suspension - Student may appear before the board

<p>c. Possession of paraphernalia (i.e. lighters, matches, etc.) on school property, or at a school function.</p>	<p>c. Penalty at the discretion of the administration depending on the circumstances. May include counseling with student-parent(s)-teacher, detention, in-school suspension, short-term suspension or recommendation for long-term suspension/expulsion. Recommended Consequences:  1st offense: 5 days In School Suspension  2nd offense: 3 days Out of School Suspension  3rd offense: 5 days Out of School Suspension - Student may appear before the board</p>
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**WEAPONS - Students shall be free of any weapon.**

Violations	Consequences
<p>Weapons – May include, but are not limited to:</p> <ol style="list-style-type: none"> <li>Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. &amp; 16-11-121, including a rocket launcher, bazooka, recoilless rifle, or hand grenade.</li> <li>Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chakra, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.</li> </ol> <p><b>FEDERAL GUN-FREE SCHOOL ZONE ACT 1990:</b>  <b>FEDERAL WARNING:</b> Possession of a gun in a school zone is a violation of federal law could result in a \$5,000 fine and/or 5 years in a federal prison.</p>	<p>Students who possess any weapon described in Paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.</p> <p>Students who possess other weapons or hazardous objects as described in Paragraph 2 will be subject to discipline as specified in the student code of conduct. (The District Attorney and other law enforcement officials and parents/guardians must be notified. Removal and arrest could result.)</p> <p>Georgia Code §40-5-22 requires the school system to report to the Department of Driver Services all students, ages 15-17, who violate this section of this discipline code. The Dept. of Driver Services will suspend the permit or driver's license of these students.</p>

**DEFINITIONS:**

**BATTERY** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner. **BULLYING** Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. **CUMULATIVE DISPOSITION SYSTEM FOR DISRUPTIVE BEHAVIOR** Misbehavior and failure to follow school rules is cumulative. When a student violates the Discipline Procedures, the Cumulative Disposition System will be invoked if it is the more severe disposition for the offense committed. Violations committed in all Wilcox County Schools as well as those committed in other school systems are considered as a part of the cumulative disposition system. Cumulative Disposition begins each school year.

**DETENTION** A requirement that the student report to a specific school location and to a designated teacher or school official. Detention may require the student's attendance before school, after school, or on a day when school is not in session.

**EXPULSION** Removal of a student from the school system beyond the current school grading period or permanently by a tribunal whose members have been approved by the Board of Education.

**EXTORTION** Obtaining money or goods from another person by violence, threats, or misuse of authority.

**HAZING** Intimidating, harassing, humiliating, embarrassing or ridiculing another, especially with reference to initiation into clubs, societies, or groups.

**IN-SCHOOL SUSPENSION** Removal of a student from class or classes and assigned to a designated supervisor. Students assigned to in-school suspension cannot participate in extracurricular activities.

**INTERIM ALTERNATIVE EDUCATIONAL PLACEMENT (I.A.E.S.)** An Interim Alternative Educational Setting (I.A.E.S.) is a different physical location of the student determined by an I.E.P. committee to provide continued I.E.P. services for up to 45 days in order to enable the student to progress in the general curriculum.

**STUDENTS ON SUSPENSION/EXPULSION** Students suspended or expelled are not allowed on school grounds or at school functions.

**SCHOOL FUNCTION** A school-related activity supervised by school staff and having prior approval of the school principal.

**SEXUAL HARASSMENT** Unwelcome sexual conduct; requests for sexual favors; sexually suggestive comments, statements, jokes or teasing; or other verbal or physical conduct that constitutes sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.

**SUSPENSION** Removal of the student from the school campus and exclusion from all school sponsored activities. Short Term suspension involves from one to ten days. Long-term suspension involves more than ten days but not beyond the current school grading period.

**WILCOX ALTERNATIVE LEARNING CENTER** - An alternative to long-term suspension which, under appropriate circumstances as determined by the school district, allows students the opportunity to receive credit for work completed.

## **Statements on Due Process, Student's Rights and Responsibilities, And Student Organizations**

### **Due Process**

Due process will include appropriate hearings and reviews; and, in all cases, the rights of individuals will be ensured and protected.

### **Student's Rights and Responsibilities**

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to the Constitution; the laws of the State of Georgia; and the policies, rules, and regulations of the Wilcox County Board of Education.

### **Student Organizations**

All student organizations must follow guidelines and procedures governing the creation and operation of such organizations and groups in accordance with the policies of the Wilcox County Board of Education. It is the policy of the Wilcox County Board of Education not to discriminate on the basis of race, color, sex, religion, national origin, or disability in educational programs or activities for students.

The Student Discipline Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Student Discipline Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention/Saturday School
- Corporal Punishment
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors, audio and video surveillance devices, and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

The Student Discipline Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system and at school bus stops.

The principal or principal's designee is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law. Each teacher shall comply with the provisions of OCGA § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such a report shall be filed with the principal or designee within one school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee. The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which have occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews and in all cases, the rights of individuals will be ensured and protected. The Wilcox County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and RTI) will be reviewed for appropriate consequences.

Pursuant to the Official Code of Georgia Annotated § 20-2-765, when a student has been identified by a teacher or administration as a chronic disciplinary problem student, the principal shall notify by telephone call and by either certified mail or first class mail the student's parent or guardian of the disciplinary problem, invite such parent or guardian to observe the student, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan. A written discipline procedure which evolves from the combined thinking of students, teachers, administrators and parents has the best potential of providing an orderly learning and teaching environment. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and compliance with the behavior standards set forth in this document. Also, the development of this procedure should eliminate the possibility of arbitrary discipline procedures within the individual schools and will provide parents and students with a written copy of the school district's regulations. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Options.

## **Board Policy**

**Descriptor Code: JCEB**

### **Student Hearing Procedure**

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures:

1. The Superintendent shall convene a hearing in the following cases:
  - a. Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
  - b. Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.
2. The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing as described in paragraph 1, the Superintendent or his staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.
3. Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel.

The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.

4. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.
5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.
6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing Form. Such waiver shall specify the rule violation, the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross-examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.
7. Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.
9. Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.