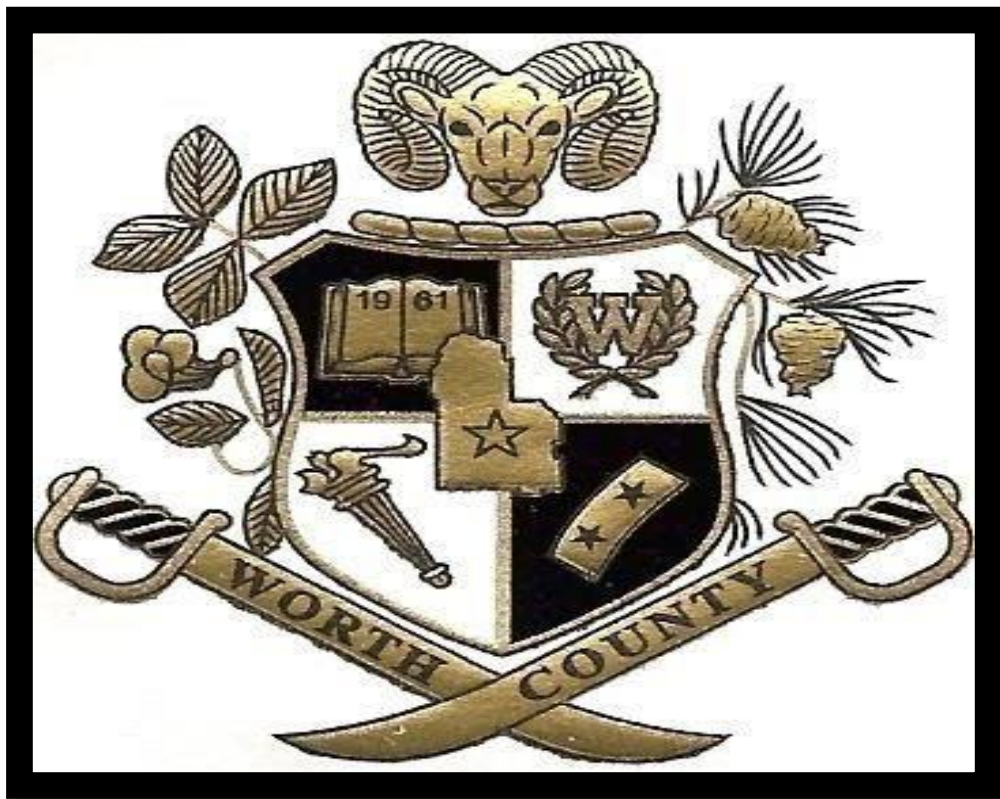


Student/Parent Handbook

2024-2025





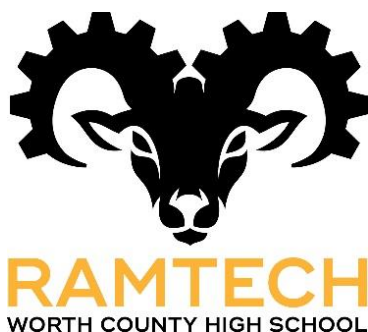
Dear Students and Guardians,

I am excited to start my first year with you as the Principal of WCHS! For the last 9 years I have been the principal at WCPS. Whether you are new to our school, new to our community, or just looking forward to finishing your journey as a Worth County student, I am delighted to have you with us. Our staff works to provide a welcoming, service-oriented atmosphere for our students and their families. In fact, you will often hear us refer to ourselves as a Ramily, and we are pleased to include you in that group! My challenge to all students, staff, and guardians is to do the right thing at all times! We must instill character, integrity, and trust into our WCHS students as we are dedicated to the task of shaping students for tomorrow's future.

Through the course of this year, students will learn new academic and life skills as they begin a new chapter as a Ram. WCHS offers a variety of learning options for students ranging from Advanced Placement academics to rigorous technical instruction in our state-of-the-art RamTech labs. Our data tells us that students who regularly attend school and find ways to engage in activities outside the classroom, such as sports and clubs, are more likely to graduate than their peers who do not, so we hope that you will help us encourage your student to get involved! It is also vital for a student's family to actively participate in his or her education, and we are here to help you do that. I am looking forward to some great times this upcoming year getting to know our students and families.

GO Rams!

Jared Worthy
Principal





Worth County Schools

2024 – 2025 Calendar

Planning (no students)	Holiday (no students or staff)	Last Day of 9-Weeks	1 st Day of School
---------------------------	-----------------------------------	---------------------	-------------------------------

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8/6 1st Day of School
- 9/2 Labor Day
- 10/14-15 Fall Break
- 11/25-29 Thanksgiving Break
- 12/20-1/3 Christmas Break
- 1/20 MLK Day
- 2/17 President's Day
- 3/14 Winter Break
- 4/7-11 Spring Break
- 5/21 Last Day of School
- 5/24 Graduation
- 5/26 Memorial Day

Approved: 2/8/24

Worth County High School
407 West Bryant Drive
Sylvester, GA 31791
(229)776-8625

Principal
Assistant Principal
Assistant Principal
CTAE Director/AP
School Improvement Specialist
High School Athletic Director
Counselors

Graduation Specialist
Media Specialist
Technology Specialist
School Resource Officer
Cafeteria Manager

Jared Worthy
Stacey Bell
Mallory Garwood
Sandy Bozeman
Kim Perrin
Jeff Hammond
Lori Williams (10/11)
Melissa Jolley (9/12)
Amy Cummings
Katie Hill
Melissa Price
Howard Fowler
Tonya Jackson

Table of Contents

WORTH COUNTY HIGH SCHOOL PURPOSE AND VISION STATEMENT	7
RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS	7
SCHOOL ATTENDANCE PROCEDURES	9
<i>Attendance Policy</i>	9
<i>Homeless Education</i>	12
<i>Homeless Education Rights</i>	13
<i>Withdrawal from School</i>	13
INSTRUCTIONAL PROGRAM AND GRADE INFORMATION	14
<i>Grading</i>	14
Graduation Policy	17
HONOR GRADUATE CRITERIA	18
Criteria for Valedictorian*	19
Criteria for Salutatorian*	19
HOPE SCHOLARSHIP ELIGIBILITY	19
ZELL MILLER SCHOLARSHIP	20
ASSESSMENT	21
<i>Georgia Milestones Assessment System</i>	21
<i>Final Exams & Georgia Milestone EOC Assessments</i>	22
GENERAL INFORMATION	22
<i>Automobiles and Student Parking</i>	22
<i>Book Bags</i>	23
<i>Bus Transportation</i>	23
<i>Cafeteria/Eating on Campus</i>	23
<i>Change of Address and/or Telephone Number</i>	24
<i>College Visitation</i>	24
<i>Computer/Internet Use</i>	24
<i>Driver's License</i>	25
<i>Fees/Fines</i>	25
<i>Food/Drinks</i>	25
<i>School Counselors</i>	25
<i>Notice to Parents/Guardians and Eligible Student of Rights under the Family Educational Rights Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA)</i>	27
SECTION 504	29
Special Education Records	29
School Nurse/Clinic	30
Media Center Policies and Procedures	31
STUDENT DISCIPLINE	32
<i>Three Step Plan</i>	32

<i>Searches</i>	33
<i>In-School Suspension (ISS)/Lunch Detention/After School Detention</i>	33
<i>Out of School Suspension (OSS)</i>	33
<i>Alternative School</i>	34
<i>Expulsion</i>	34
WORTH COUNTY BOARD OF EDUCATION	35
FOREWORD	36
AUTHORITY OF THE PRINCIPAL	36
VISION, MISSION & SLOGAN	37
PHILOSOPHY	37
PARENTAL INVOLVEMENT	38
PROCESS FOR PARENTS TO ADDRESS CONCERNS	39
CAMPUS VISITATION	40
DISCIPLINARY HEARINGS	40
CHEATING	41
TRANSFER STUDENTS	41
NON-RESIDENT STUDENT	41
WITHDRAWAL STUDENTS	41
STUDENTS WITH DISABILITIES	41
SEARCHING STUDENTS	41
BULLY REPORTING PROCEDURE	41
DATA COLLECTION	42
CLEAR BOOK BAG POLICY	43
SCHOOL ATTENDANCE	43
DEFINITIONS	44
PROGRESSIVE DISCIPLINE PLAN	50
BEHAVIOR SUPPORT PROCESS	61
WORTH COUNTY HIGH SCHOOL CLUBS	62
PARENTAL OPT-OUT OF CLUB PARTICIPATION	64

WCHS Bell Schedule

Building opens	7:30
Breakfast/Gymnatorium	7:30 - 7:55
Bell for Sport Bags	7:50
Bell to dismiss to first Block	7:55
Tardy Bell for First Block	8:00
Announcements	8:00 - 8:05
First Block	8:05 - 9:35
Tardy Bell for Second Block	9:41
Second Block	9:41 - 11:11
Tardy Bell Third Block	11: 17
Third Block	11:17 - 1:17
Lunch A	11:17 - 11:47
Tardy Bell for Lunch A	11:53
Lunch B	12:02 - 12:32
Tardy Bell for Lunch B	12:38
Lunch C	12:47 - 1:17
Tardy Bell for Fourth Block	1:23
Fourth Block	1:23 - 3:05
Dismiss Bell	3:05

Worth County High School Purpose and Vision Statement

WORTH COUNTY HIGH SCHOOL PURPOSE AND VISION STATEMENT

Purpose

Committed to the success of every student.

Vision

Worth County Schools will prepare students to graduate and be productive citizens by providing them with access to high quality programs.

Mission

Worth County Schools provides a quality education that develops graduates and life-long learners.

INFORMATION GUIDE – WHO TO CONTACT

IF YOU NEED:

Athletics/Accident Insurance Claim form
Attendance/Excuses
Leaving School Early
Announcements
Clubs
Discipline
Facility Needs
Fees and Fines
Lost and Found
Cafeteria/Lunch Forms
Medical Attention/Medication
Parking Permits

Reporting Vandalism or Theft
Student Guidance

Dropout Prevention/Check
and Connect
CTAE Programs/Services
Transcript Request
Work Based Learning

CONTACT:

Mr. Jeff Hammond, Athletic Director
Mr. Stacey Bell or Ms. Gwentosha Ranson
Mrs. Kathy Conger, Receptionist, Front Office
Mrs. Katie Hill, Media Specialist
Administration
Administration
Mrs. Faye Land, Principal's Secretary, Front Office
Ms. Ayesha Smith, Bookkeeper, Front Office
Mrs. Kathy Conger, Receptionist, Front Office
Mrs. Tonya Jackson, Cafeteria Manager
Mrs. Kayla Simpson, School Nurse
Ms. Ayesha Smith Bookkeeper,
Front Office
Administration or SRO
Mrs. Lori Williams
(Grades 10 & 11)
Mrs. Melissa Jolley
(Grades 9 & 12)
Mrs. Amy Cummings, Graduation Specialist

Mrs. Sandy Bozeman
Ms. Gwentosha Ranson, Guidance Department Secretary
Mr. Kaleb Hathcock, WBL Coordinator

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS

Worth County School District

Nehemiah Cummings, Superintendent



103 Eldridge Street
Sylvester, GA 31791

Phone: 229-776-8600 - Fax: 229-776-8603
Website: <http://worthschools.net>

Right to Know Professional Qualifications of Teachers and Paraprofessional

July 8, 2024

Worth County Schools

Worth County Primary School
Principal: Mrs. Alicia Oncale
(229) 776-8600
aoncale@worthschools.net

Worth County Elementary School
Principal: Mr. Hank Hobby
(229) 776-8605
hhobby@worthschools.net

Worth County Middle School
Principal: Mr. Cornelius Frazier
(229) 776-8620
cfrazier@worthschools.net

Worth County High School
Principal: Mr. Jared Worthy
(229) 776-8625
jworthy@worthschools.net

Worth County Achievement Center
Principal: Mr. Will Smith
(229) 776-8600
wsmith@worthschools.net

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act, the Worth County School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact your child's principal at the number or email shown on the left. We hope that this year will be a productive one for your child

Sincerely,

A handwritten signature in black ink, appearing to read "Steven D. Rouse".

Steven D. Rouse
Federal Programs Director

SCHOOL ATTENDANCE PROCEDURES

Attendance Policy

In accordance with Georgia Law, students below the age of 16 are required to attend school. Attendance is kept period by period and students are required to attend every period of each day. **A written excuse must be presented to the Attendance Office no later than 3 school days after the absence. Failure to comply will result in the absence being coded as unexcused. The attendance office is located in the 1500 Building Administrative Office Area.** Excuses for absences should be dropped in the drop boxes located at designated areas around the school. Students who check-out early from school must bring a written excuse for that check-out or receive an unexcused absence. Check-out notes must be turned in to the front office prior to 8:00 a.m. Tardy passes are written in the front office after 8:00 a.m. **Students will be counted absent if they miss more than 30 minutes of any block.**

Students are allowed **ten (10)** parent notes (1 note covers one absence) for excused absences during the 2023-2024 school term. All other notes must be officially validated notes from physicians, dentists, health department personnel, funeral directors, ministers, or other agencies in order to be considered as a verified excused absence.

Parents of students ages 10 – 16 who have **five (5) unexcused absences** will receive notification from the Worth County School District (WCSD) Child Attendance Team (CAT) with information regarding the steps required to repair student attendance.

Student attendance will be a criterion for admission to certain on campus activities, such as the Semester Celebration, as well as the Homecoming and Prom dances. **Students may have no more than 3 unexcused absences and no more than 3 days ISS in the semester of the event in order to attend. Students with OSS will not be eligible to attend these activities.**

Student athletes and participants in extracurricular activities (i.e. band, drama, clubs) must be present at school for 2 of 4 blocks in order to participate in practice or competitions on the same day. Exceptions will be considered on a case by case basis for appointments and other verified absences.

Absences and Make-up Work

Students must provide an excuse within three days of returning to school after any absence. Students should remember that attendance is recorded per block not per day. If a student checks out during the school day, an excuse must be brought for any class period missed. Students must drop their excuses for absences in the school drop boxes. The following reasons have been established as lawful absences:

1. Personal illness
2. Serious illness and/or death in the immediate family (father, mother, siblings, grandparents)
3. Recognized religious holidays
4. Court order
5. Military pre-induction physical
6. Registering to vote or voting (**prior approval required**)
7. Hazardous/unsafe conditions
8. Page in General Assembly (will be counted present with proper documentation)

The Worth Co. School District's Attendance Team will address school attendance matters. For students, who are excessively absent, the WCSDD's Attendance Team will make attempts to resolve the matter with students at the local level. However, if students' absences continue, a C.H.I.N.S. petition can be filed and referred to the DJJ Judge.

Absences and Units of Credit

Daily attendance is critical for students to gain the knowledge and skills needed to be successful in high school and as adults. **Students enrolled in Worth County High School will lose credit for any course/s where 9 or more unexcused absences are recorded. *ABSENCES ARE CALCULATED PER SEMESTER.***

A student who has lost credit(s) due to noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his/her report card and cumulative record for that semester. School authorities will make the determination of loss of credit due to noncompliance with attendance policies (NCA). A parent or guardian and/or student may request an appeal of loss of credit. This request must be in writing, dated and signed, within 5 days of the notification of the loss of credit. Failure of parent or guardian and/or student to request an appeal shall be sufficient basis for sustaining the loss of credit.

Credit which is lost because of absences will be made up in the same manner as academic failures. Students may utilize opportunities offered by Worth County High School throughout the year to make up time and assignments in an effort to regain credit lost due to noncompliance with attendance policies (NCA).

Compulsory Attendance Law

Georgia law requires that all children ages 6 - 16 attend school in accordance to local/state attendance guidelines. Parents, guardians, etc. who fail to abide by the law are subject to penalty. Students may fail necessary courses and state tests required to graduate from high school.

Georgia Law Code: 322104:32-2106. "Except for certain exceptions the law of Georgia requires all pupils from the age six (6) to sixteen (16) to attend school daily."

Penalty: "A fine of \$100.00 dollars per day or thirty (30) days in jail for each day absent, or both \$100.00 dollars and thirty (30) days can be imposed upon the parent(s) or guardian for each absence from school."

Early Dismissal (Signing Out)

A note from a parent/guardian must be presented for early dismissal from school. The note should contain the student's name, time for dismissal, reason for dismissal, parent's/guardian's name and signature and telephone number where the parent/guardian can be reached. **FOR STUDENT SAFETY, A STUDENT MAY NOT BE DISMISSED BY PHONE. The note must be presented to the main office between 7:30 a.m. and 8:00 a.m.** Students may only be dismissed to the person(s) listed on the student information system. **STUDENTS MAY NOT BE CHECKED OUT AFTER 3:00 P.M.** An excuse must be turned in for any early dismissal from school.

Excused/Unexcused Absences

Excused absences	Excused absences are those where students turn in a parent note or verified excuse. Students are allowed ONLY five (5) parent notes per semester for excused absences and/or sign-outs. All other excused notes must be documented lawful absences as noted under "Absences and Make-up Work."
Unexcused absences	Unexcused absences are days when a student is not present in class or at school and the reason has not been documented or is not considered a lawful absence as noted under "Absences and Make-up Work".
Excessive absences	Students who have more than ten (10) unexcused absences for the year or five (5) unexcused absences for the semester will be required to bring a parent/guardian to meet with the principal/assistant principal.
Tardy	Students who report to class within the first thirty (30) minutes of class are considered

tardy.

Hospital/Homebound (HHB) Services

1. Worth County Schools will follow the State Department of Education Policy IDDC 160-4-2-.31 regarding Hospital/Homebound (HHB) services.
2. Hospital/Homebound service is at best a stopgap measure designed to help the student with a chronic health condition receiving intermittent HHB service, the student with a long-term health condition or accident that prohibits the student from attending school or the student with temporary HHB service eligibility.
3. The building principal must approve **ANY** request to the Worth County Board of Education for Hospital/Homebound (HHB) services.
4. A request for HHB services is made because of limitations which will likely prohibit a student from performing all the activities necessary to meet the requirements of **all** classes. Therefore, HHB services may not be provided for **all** classes in which the student is enrolled. Services will be provided only for the classes the student is **capable of handling through the Hospital/Homebound program, as determined by the school administration and/or Guidance Department.**
5. An Educational Service Plan (ESP) must be developed by the local school team. This plan must include a re-entry plan as well as a schedule requiring any update of the medical referral form.
6. According to State Board Policy, the following requirements must be met before HHB services may be provided.
 - a. Receipt of a completed medical referral from a licensed physician or licensed psychiatrist stating the student will be absent a minimum of ten (10) consecutive school days or the equivalent on a modified calendar or five (5) school days on a high school block schedule per year. The medical referral must describe the disabling condition or diagnosis with any medical implications for instructional services.
 - b. The student with a chronic health condition receiving intermittent HHB service must be anticipated to be absent for at least three (3) consecutive school days for **each occurrence** before he/she will be eligible for HHB services.
 - c. Receipt of a Release for Medical Information relating to the reason for the request for HHB service.
 - d. The signature of the physician/psychiatrist as defined in O.C.G.A. 43-34-21 and licensed by the appropriate state agency or board to assess the student's physical, psychiatric and/or emotional condition for which the student is referred.
7. Students with absences due to psychiatric and/or emotional disorders are eligible for HHB services for a length of time as determined by the ESP.
8. Students with absences due to pregnancy; related medical conditions, services, or treatment; childbirth; and recovery are eligible for HHB services for a length of time as determined by the ESP.
9. Students with absences due to a communicable disease, as specified in Rule 160-1-3-.03 COMMUNICABLE DISEASES, are eligible for HHB services for a length of time as determined by the ESP.

10. A parent, guardian, or an approved adult parent designee as identified in the ESP shall be present during each entire home instructional period in which an HHB instructor is present.

Hospital/Homebound Procedures

1. A Hospital/Homebound (HHB) Application Form is available from the Guidance Department. The form may be obtained by the parent/guardian or a student who is designated as an emancipated minor or who is 18 years of age or older.
2. The completed HHB Application Form is returned to the Guidance Department for review, signature and approval for services or denial of services by the school principal.
3. If approved, the completed HHB Form is forwarded to the Worth County School System HHB/504 Coordinator.
4. The Worth County School District HHB/504 Coordinator assigns a teacher to provide HHB services once the completed approved application has been received.
5. Parents/Guardians will be notified of approved/denied HHB applications by the school counselor.

Homeless Education

The McKinney-Vento Homeless Assistance Act (M-V) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability.

Definition of Homeless:

McKinney-Vento defines homeless students as those who **lack a fixed, regular and adequate nighttime residence.**

This includes:

1. Children and youth who:
 - are forced to share the housing of other persons due to the loss of housing, economic hardship, or a similar reason;
 - live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - live in emergency or transitional shelters;
 - are abandoned in hospitals; or
 - are awaiting foster care placement;
2. Children and youth who have a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodation for human beings;
3. Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
4. Migratory children are considered homeless when they are living in circumstances set forth in items 1, 2 and 3.

Homeless Education Rights

Identified homeless students are able to:

1. enroll without delay in school without proof of residency, immunization, school records, other documents or while documentation is being obtained;
2. choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent and determined by the district to be feasible and in the student's best interest;
3. attend school and participate in school programs with children who are not homeless; and
4. receive all the school services available to other students including transportation services, special educational services where applicable, and meals through the school meals programs

If you suspect that a student is homeless, please complete a SSW Referral and/or contact Tracie C. Turner, Homeless Liaison @ tturner@worthschools.net or 229-776-8600.

Eligibility:

For more information regarding homeless education services and eligibility, contact Tracie C. Turner, Homeless Liaison at 229-776-8600. Identified students and or families will be assessed to determine eligibility.

Eligibility for homeless education services is for one school year only. Renewal is not automatic. Each school year, families or students should submit a new SRQ form or request for homeless eligibility after July 1 in order to determine if a student continues to qualify for homeless services.

For more information on Homeless Education, please visit <http://www.naehcy.org/>

Withdrawal from School

The following directions should be followed for withdrawal from school:

- Collect and complete a "Withdrawal Form" available from the Registrar's office
- The parent/guardian and student must participate in a conference with the principal's designee in order that a "reasonable attempt" is made to share options regarding withdrawal
- Complete all financial obligations

Students withdrawn from school will be traced for verification of enrollment in another institution. If enrollment verification cannot be confirmed, students will be reported to authorities under the provisions set forth by the Compulsory Attendance Law.

INSTRUCTIONAL PROGRAM AND GRADE INFORMATION

Grading

WCHS expects all teachers to enter a minimum two grades per week, with a minimum of two summative assessment grades per grading period. All teachers will update grades in Infinite Campus weekly.

The following grade equivalencies are for all classes and

grades: 100-90=A	Below 70=F
80-89=B	70-79=C

Report Cards and Progress Reports

Report cards are distributed at the end of each semester (18 weeks). Progress reports will be issued each 4.5 weeks.

Cumulative Grade Point Average

Grade point average (GPA) is reported as a numerical grade. GPAs are obtained by adding the student's numerical final grades for each class and dividing this sum by the total number of classes the student has completed.

Cumulative Academic Grade Point Average

Grade point averages (GPAs) for Valedictorian, Salutatorian and Honor Graduate status are determined at the end of the third nine weeks (midpoint of the 2nd semester) of the graduation year using the cumulative academic grade point average. Cumulative academic grade point average is composed of only academic core classes and foreign language classes. Class rank is based on cumulative academic grade point average.

4.0 Grade Point Average/HOPE GPA Calculation

All grades earned (pass and fail) for attempted coursework in the core subjects during the student's 9th through 12th grade years that could be used to satisfy a core course graduation requirement is equated to a grade on a traditional 4.0 scale to two decimal places, where an "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0. Note: There is not a separate scale for grades that include a plus (+) or minus (-), example "B-" equals 3.0. The HOPE GPA calculation will count all attempts of the same course, if taken more than once.

From the eligible core courses, any weighting added by the high school is removed, then half a point (0.5) is added back to grades of "B," "C," "D," and "F" for Advanced Placement (AP) and Dual Enrollment (DE) degree-level core courses. Note: The grade of "A" does not receive the additional weight due to the traditional 4.0 scale (maximum of four points per grade). Honors coursework is not weighted. The HOPE Scholarship GPA calculation does not allow for any rounding.

GRADE WEIGHTING POLICY

The following courses receive grade weights: Dual Enrollment (DE) and Advanced Placement (AP) are weighted at 10%. Honors classes (HN) are weighted at 7.5%

- 10% (.1) = DE/AP (Dual Enrollment/Advanced Placement)
- 7.5% (.075) = Honors

Example 1: Student A has a Dual Enrollment (DE) grade of 95 \Rightarrow $(95 \times .10 = 9.5) \Rightarrow$
 $95 + 9.5 = 104.5$ weighted grade

Example 2: Student B has an Honors (HN) grade of 98 \Rightarrow $(98 \times .075 = 7.35) \Rightarrow$
 $98 + 7.35 = 105.35$ weighted grade

- Grade weights are calculated by way of the Student Information System.
- Cumulative grade averages will be reported on each student's transcript as a weighted grade average and an unweighted grade average.

Please note: If the student did not participate in any DE, AP, or Honors courses then the values of the weighted and unweighted grade average will be the same values.

The grading weights noted above became active during the 2018-2019 school year.

DUAL ENROLLMENT GRADES

1. Secondary credits granted for eligible postsecondary institution dual credit courses shall be counted toward graduation requirements and subject area requirements of the eligible high school. Evidence of successful completion of each dual credit course and secondary credits granted shall be included in the eligible high school student's secondary school records and transcripts.
2. Grades earned at an eligible postsecondary institution shall be included on the high school transcript and shall be used, by the eligible high school, to compute a student's grade point average.

If the postsecondary institution assigns a numerical grade on the student's official transcript, then that grade will be used as official record for awarding that credit. Letter grades assigned by the postsecondary institutions will be converted into a numerical average as seen below.

Letter Grade	Numerical Equivalent
A	99
B	89
C	79
D	70
F	69*
W	W
WF	69

****College course are not eligible for Credit repair/Credit recovery***

Any course that a student withdraws from after a postsecondary institution's drop/add period will be reported on his/her school transcript. If a student needs to reduce his/her course load during a particular semester, that student may officially withdraw from a class with a grade of "W", provided he/she takes this action before the mid-point in the semester or session (see each postsecondary institution's calendar – last day to withdraw without academic penalty). After the midterm, a student withdrawing from a class will receive a "WF".

1. Secondary credits granted at an eligible postsecondary institution shall be converted and transcribed on the eligible high school student's transcript.

(i) Eligible postsecondary institution semester hour credit shall be converted to secondary credit as follows:

- 1 to 2 semester hours = .5 secondary credit
- 3 to 5 semester hours = 1 secondary credit
- 1 to 3 quarter hour credits = .5 secondary credit

- 4 to 8 quarter hour credits = 1 secondary credit

Honors Classes

The rigorous experience of taking an Honors course is available to any student who demonstrates a strength or desire to do so. Parents or guardians may also request Honors classes for their student, or their teacher may recommend placement into Honors classes. Certain pre-existing qualifications warrant automatic placement into Honors courses, such as Gifted classification or high performance on Georgia Milestones Assessments in conjunction with high performance in the classroom.

Advanced Placement and Dual Enrollment

For students desiring a rigorous curriculum, Advanced Placement (AP) and Dual Enrollment (DE) options in conjunction with WCHS post-secondary partners are available. Both AP and Dual Enrollment programs are for students at eligible high schools who wish to take college-level coursework for credit towards both high school and college graduation requirements. For more information about requirements of AP and Dual Enrollment options, students should contact their counselor. Students interested in taking an AP course not offered at WCHS or through a WCHS post-secondary partner should speak with their counselor about options available through Georgia Virtual School.

Academic Letter Award

The Academic Letter Award is presented to Worth County High School (WCHS) students* who strive for academic excellence and rigor. Students may earn a WCHS windbreaker the first year, a WCHS letter jacket the second year, a patch for the letter jacket the third year, and a second patch and distinguished plaque the fourth year. Awards are presented at Honors Night. The following criteria will be used to determine recipients of awards.

Academic Criteria:

Academic grade point average (GPA) as determined by grades from a SACS or GAC accredited institution of 90.00 or above without rounding at the completion of the 3rd nine weeks. Academic GPA is composed of academic *core* classes and foreign language courses.

Additional Criteria:

If the above criteria are met, then freshmen must earn at least 5 points and upperclassmen must earn at least 8 points from the following list:

- 1 point for each Honors and AP class with a grade of 90 or above at the end of the 3rd 9 weeks.
- 1 point for participation in any Honors class (only 1 point per year, not semester; not 1 point per class)
- 1 point for Advanced Academic Pathway Completion in ELA
- 1 point for Advanced Academic Pathway Completion in Math
- 1 point for Advanced Academic Pathway Completion in Science
- 1 point for Advanced Academic Pathway Completion in Social Studies
- 1 point for active Beta Club membership
- 1 point for Literary Meet participation
- 1 point for Math Team and/or Georgia Math League participation
- 1 point for at least 70% participation on an Academic Bowl Team (2 points for participation on the 1st or 2nd place team)
- 1 point for a first time score of at least 1200 SAT score or a composite ACT score of 26 (scores must be submitted by the student with the Academic Letter Award Application).
- 1 point for being chosen Star Student
- 1 point for being chosen a Georgia Scholar
- 1 point for United States Senate/Senate Youth Leadership
- 1 point for Military Academy Appointment
- 1 point for HOBY participation
- 1 point for Mitchell EMC Youth Tour winner and tour participation
- 1 point for Georgia Certificate of Merit winner

- 1 point for Governor’s Honors participation at school level interview competition
- 1 point for Governor’s Honors participation at state level interview competition
- 2 points for Governor’s Honors participation as a Summer Program participant
- 1 point for National Merit Semi-Finalist
- 3 points for National Merit Finalist
- 1 point for perfect attendance (checked at end of 3rd 9 weeks)
- 1 point for each Dual Enrollment course with a grade of 90 (A) or above at the end of the first semester.
- 1 point for having a top 5 score on the PSAT
- 1 point for Mock Trial participation

**Students who transfer into WCHS during the school year are eligible to earn an academic letter if they meet the criteria outlined above.*

Grade Repair and Credit Recovery Opportunities

Credit Recovery

Credit Recovery will be offered for those students who have failed a course with a grade of 59 or below. Credit Recovery will be the equivalent of repeating the entire course (all modules); therefore, a new grade will be posted on the student transcript, both grades being reflected on the student’s transcript.

Grade Repair

Grade Repair will be offered to students who failed a course with a grade of 60-69 during Saturday School. Administration will work with students to set up courses for repair in Edgenuity. With grade repair, the only grade that is posted on the transcript is the new, repaired average.

Elective Classes

Elective classes are offered in Fine Arts, Physical Education, Career Technical & Agricultural Education, Academic Classes, and Foreign Language.

Graduation Policy

Policy IHF: Graduation Requirements: Effective School Term 2020-2021 (Revision)

(2) PURPOSE

This policy specifies graduation requirements for students enrolling in the Worth County School System in the ninth grade for the first time in the 2017-2018 school year and subsequent years.

The Worth County Board of Education (“the Board”) shall provide secondary school curriculum and instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

To be eligible for graduation with a secondary school credential as defined in the State Board of Education (SBOE) Rule 160-4-2-.48, students must successfully complete selected courses specified in the SBOE rule and satisfy additional requirements specified in this policy.

To be eligible for participation in graduation ceremonies, students must have completed all requirements for a diploma.

Credits Required

TOTAL UNITS (MINIMUM) depending on graduation class requirements and changes in scheduling as identified below:

- **Graduating Class of 2021:** minimum **24** credits required for graduation
- **Graduating Class of 2022:** minimum **26** credits required for graduation
- **Graduating Class of 2023:** minimum **27** credits required for graduation
- **Graduating Class of 2024 and beyond:** minimum **28** credits required for graduation

The Board shall make available to all students the required areas of study. A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart:

WORTH COUNTY HIGH SCHOOL GRADUATION REQUIREMENTS

	Units Required for 9th graders entering Fall 2017 and after
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science*	4
(IV) Social Studies*	4
(V) CTAE and/or Foreign Language/and/or Fine Arts	3
(VI) Health and Physical Education**	1
(VII) Electives ***WCHS students are required to complete a pathway as defined by GaDOE in one of the following areas: -Advanced Academics; -Fine Arts; OR -CTAE	8
Total Units	28

*Required Courses and/or Core Courses

**Three (3) units of credit in JROTC may be used to satisfy this requirement.

***Local requirement effective Fall 2022 impacting students graduating in 2025 and after.

HONOR GRADUATE CRITERIA

Candidates for Honor Graduate recognition must meet the following criteria:

- Honor graduates are seniors who have achieved a cumulative academic grade point average (academic core and foreign language classes only) of a 90.00 or above without rounding. These students are determined by grades at the completion of 3rd nine weeks during their 12th grade year. *(Early graduates will also qualify for honor graduate status if they meet the criteria. Their grades will be calculated when they complete their graduation requirements at the end of the first semester.)*
- Must have attended a SACS or GAC accredited institution three (3) years of the four (4) year high school career.
- A graduating senior not identified as Honor status with the 3rd nine weeks' calculation, will have his/her grade average recalculated at the close of the 4th nine weeks to determine Honor status for graduation.*

**Please note, due to the time needed to prepare graduation programs, students meeting honor graduate status after the initial calculation may not be recognized as an honor graduate in the honors recognition/graduation program.*

Criteria for Valedictorian*

The Worth County High School Valedictorian will be the Honor Graduate with the highest cumulative academic grade point average (GPA) who has completed Pre-Calculus/or the equivalent and completed two years of foreign language. The student must meet all other requirements for graduation as established by the Georgia Board of Education as well as requirement for graduation as established by the Worth County Board of Education. The qualifying senior must be enrolled in Worth County High School a minimum of two semesters prior to the calculation of class rank. No rounding will be used to determine cumulative academic grade point average. Cumulative academic GPAs for Valedictorian status are determined at the end of the third nine weeks (midpoint of the 2nd semester) of the graduation year.

**Pursuant to O.C.G.A. §§ 20-2-149.2 and 20-2-161.3, effective March 8, 2023, “No local school system that receives funding under the Quality Basic Education Act shall exclude eligible high school students taking one or more dual credit courses pursuant to this Code section from eligibility determinations for valedictorian and salutatorian of a participating eligible high school; provided, however, that this shall not apply to a student who moves into the local school system after tenth grade and has not taken any courses on site at the participating eligible high school.*

*****In the event of a tie for valedictorian, the tie shall be broken by comparing the unweighted cumulative academic grade point average. If a tie still remains after calculating the unweighted average, the tie shall be broken by highest academic grade point average using the 16 core CPC’s (College Preparatory Curriculum) classes. The student with the highest overall unweighted cumulative academic grade point average or highest 16 core CPC grade average, will be named Valedictorian.***

Criteria for Salutatorian*

The Worth County High School Salutatorian will be the Honor Graduate with the second highest cumulative academic grade point average (GPA) who has completed Pre-Calculus/or the equivalent and completed two years of foreign language. The student must meet all other requirements for graduation as established by the Georgia Board of Education as well as requirement for graduation as established by the Worth County Board of Education. The qualifying senior must be enrolled in Worth County High School a minimum of two semesters prior to the calculation of class rank. No rounding will be used to determine cumulative academic grade point average. Cumulative academic GPAs for Salutatorian status are determined at the end of the third nine weeks (midpoint of the 2nd semester) of the graduation year.

**Pursuant to O.C.G.A. §§ 20-2-149.2 and 20-2-161.3, effective March 8, 2023, “No local school system that receives funding under the Quality Basic Education Act shall exclude eligible high school students taking one or more dual credit courses pursuant to this Code section from eligibility determinations for valedictorian and salutatorian of a participating eligible high school; provided, however, that this shall not apply to a student who moves into the local school system after tenth grade and has not taken any courses on site at the participating eligible high school.*

*****In the event of a tie for Salutatorian, the tie shall be broken by comparing the unweighted cumulative academic grade point average. If a tie still remains after calculating the unweighted average, the tie shall be broken by highest academic grade point average using the 16 core CPC’s (College Preparatory Curriculum) classes. The student with the highest overall unweighted cumulative academic grade point average or highest 16 core CPC grade average, will be named Salutatorian.***

HOPE SCHOLARSHIP ELIGIBILITY

1. To receive HOPE Scholarship funding, students must meet one of the following

academic requirements:

- Graduate from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).
 - Receive a high school diploma through petition of the local school board, in accordance with O.C.G.A. §20-2-281.1, from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).
 - Graduate from an ineligible high school, complete a home study program in Georgia, or earn a GED and score in the national composite 75th percentile or higher on the SAT or ACT prior to high school graduation, home study completion, or earning a GED.
 - Graduate from an ineligible high school or complete a home study program in Georgia and then earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30 semester or 45 quarter hours of college degree-level coursework for retroactive HOPE Scholarship payment.
 - Earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30, 60, or 90 semester hours or 45, 90, or 135 quarter hours after high school graduation, home study completion, or receipt of GED.
2. Be enrolled as a degree-seeking student at a public or private HOPE-eligible college or university in Georgia.
 3. Meet academic rigor requirements. Beginning with students graduating from an eligible high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirements. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs.

Academic Rigor Requirements information for the HOPE Scholarship

For the High School Graduating Class of 2017 and beyond, a student meeting the requirements to be a HOPE Scholar at the time of high school graduation must earn a minimum of four full credits from the academic rigor course categories listed below prior to graduating from high school.

ACADEMIC RIGOR COURSES

Credits received for academic rigor courses must be selected from the categories below (complete list available in the registration handbook):

1. Advanced math, such as advanced algebra and trigonometry, math III, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
2. Advanced science, such as chemistry, physics, biology II, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
3. Foreign language courses taken at the high school, or taken for degree level credit at an Eligible Postsecondary Institution; or
4. Advanced Placement, International Baccalaureate or Dual Credit Enrollment courses in Core subjects.

ZELL MILLER SCHOLARSHIP

1. To receive Zell Miller Scholarship funding, students must meet all HOPE Scholarship eligibility requirements and meet one of the following academic requirements:

- Graduate from an eligible high school or accredited high school program as the valedictorian or the salutatorian and meet all HOPE Scholarship eligibility requirements.
- Graduate from an eligible high school with a minimum 3.7 grade point average (as calculated by GSFC) combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration and meet all HOPE Scholarship eligibility requirements.
- Receive a high school diploma through petition of the local school board, in accordance with O.C.G.A. §20-2-281.1, from a Zell Miller eligible high school with a minimum 3.70 grade point

average (as calculated by GSFC), combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration.

- Graduate from an ineligible high school or complete an unaccredited home study program and score in the national composite 93rd percentile or higher on the SAT or ACT prior to completion of high school or home study.
- Graduate from an ineligible high school or complete an unaccredited home study program with a minimum composite score of 26 on the ACT or minimum composite score of 1200 on the reading and math sections of the SAT and then earn a minimum 3.3 cumulative postsecondary grade point average after attempting 30 semester or 45 quarter hours of college degree-level coursework. This option allows retroactive payment for the first 30 semester or 45 quarter hours after they are completed. Enroll in an eligible post-secondary institution between 2007 and 2011 as a freshman, meeting one of the academic qualifications listed above and earn a 3.3 cumulative postsecondary grade point average at the most recent Zell Miller Scholarship checkpoint.

2. Be enrolled as a degree-seeking student at a Zell Miller eligible college or university in Georgia.

3. Meet academic rigor requirements. Beginning with students graduating from high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirement. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs.

Water Safety Education

Georgia House Bill 402, known as the Edna Mae McGovern Act, requires that all public schools provide annual notice to parents and guardians on the importance of water safety education.

Water safety education courses and swimming lessons play an important role in saving countless lives every year. An aquatic education opportunity is not currently offered in Worth County. However, listed below are the contact numbers for YMCA locations offering swimming classes within our surrounding area.

Albany Area YMCA (Central): 229-436-0531

Albany Area YMCA (Lee): 229-759-9770

Moultrie YMCA: 229-985-1154

Tifton YMCA: 229-391-9622

ASSESSMENT

Georgia Milestones Assessment System

The Georgia Milestones Assessment System is a criterion-referenced and norm-based assessment system that includes End of Course (EOC) assessments in:

- American Literature & Composition
- Algebra1
- Biology
- US History

The Georgia Milestones (EOC) will serve as the final exam for the corresponding course, contributing **20%** to the student's final course grade.

Any student who fails to take a required Georgia Milestones EOC will receive an “incomplete – INC” until such time as the test is completed. Students should be aware that Georgia Milestones EOC Assessment dates are set by the Georgia Department of Education and testing may not be administered at other dates.

Students who pass the Georgia Milestones EOC Assessment but who fail the course will be required to

take the test again when they retake the course.

Final Exams & Georgia Milestone EOC Assessments

To calculate the final course grade, the semester average will count 80% and the Georgia Milestones EOC Assessments or final exam will count 20%.

Exam schedule will be published prior to the end of each semester.

Exempting Final Exams

Exam exemptions are a privilege and any conflict regarding this policy can result in an immediate end to the practice. Exemptions are used as an incentive for students to maintain high averages but primarily to be present in school every day.

Georgia Milestones (EOC) Assessments **may not** be exempted.

The following criteria will be used by the classroom teacher to determine exemption of the Final Exam:

- Course average of 90 or greater; **AND**
 - No ISS or OSS; **AND**
 - No Unexcused absences;
- OR**
- Students with perfect attendance (zero absences) may exempt their final exam with an overall average of 70 or higher

Each teacher must keep a list of those students who have exempted the final exam and turn this list in with their official grade book. Teachers must also code exemptions in Infinite Campus gradebook.

STUDENTS HAVE TEN (10) SCHOOL DAYS AFTER REPORT CARDS ARE ISSUED TO CHALLENGE A GRADE.

GENERAL INFORMATION

Automobiles and Student Parking

Driving and parking a vehicle at WCHS is a **PRIVILEGE**. **The gates to King Street and Hwy 313 entrance/exits will be closed each day at 8:30 AM and remain closed until 2:30 PM.** Students will be expected to enter and exit through the Bryant Drive driveway.

The following regulations must be followed regarding this privilege:

- The driver must be at least 16 years old and have a valid Georgia Driver's License
- **Yearly parking permits must be purchased through the school store at the cost of \$15.** All vehicles must be registered by **Friday, August 9, 2024** or before parking on campus.
- Parking permits must be displayed on the rearview mirror facing the front of the vehicle.
- Dual Enrollment, and Work Based Learning students are allowed to park in the front parking lot along with staff. These students have specific decals that may not be exchanged with another student.
- Students are expected to abide by all Georgia traffic laws. **The on-campus speed limit is 10 MPH.**
- Upon arriving on campus students should park in assigned area, exit the car and move to the designated area. No loitering in any area of the parking lot.
- Students are not allowed to sit in cars prior to or during the school day.
- No student is allowed to give his/her parking permit to another student.
- Students are not allowed in the parking lot at any time during the day without permission from an administrator.
- Students are not allowed to leave campus, without checking out, once the vehicle has come onto campus for the school day.
- Vehicles illegally parked may be towed at the owner's expense. Repeat offenses will result in revocation of parking permit and punishment assigned per the student code of conduct.
- All vehicles are subject to search while on WCHS campus. Students refusing permission for a

- search may have their parking privileges revoked and/or legal authorities may be contacted.
- Reckless driving (speeding, jumping curbs or cutting across grass to leave campus) and parking in unauthorized areas will result in the following consequences:
 - 1st Offense Warning, SRO Officer may write ticket
 - 2nd Offense Parking permit will be revoked for one (1) week
 - 3rd Offense Parking permit revoked for remainder of semester and/or year
 - 4th Offense Vehicle will be towed
- Students will obey directions by staff or SRO officer concerning entering and exiting the parking lot (may include turning in only one direction)
- Flags other than the American or current Georgia State flag are not permitted.

Book Bags

- Only clear book bags will be allowed in grades PK-12.
- Clear book bags cannot be obstructed with graphics, stickers, or other artwork.
- Each school will have some clear book bags on hand for sale. Book bags sold will be at cost, not as a fundraiser.
- Regular purses are allowed as long as nothing larger than a regular sized textbook can fit inside of the purse.
- Each school will designate a location for students to secure non-clear bags containing athletic equipment or other extracurricular items.

Book bags are subject to search. **Athletic bags must be stored in an assigned locker in one of the locker rooms on campus. These will be assigned by your coach.**

No athletic bags will be carried during the school day.

Bus Transportation

A public school transportation program has but one purpose and that is to safely transport the students. Therefore, it is extremely important that each student be aware of one's role and responsibility in seeing that the entire operation works smoothly and efficiently. Regulations are outlined in the Code of Conduct.

Cafeteria/Eating on Campus

The school food services program strives to provide nutritious, appetizing meals served in a pleasant environment. All meals are planned to meet USDA guidelines and are prepared by a trained staff. The following regulations must be followed in the cafeteria:

- Students are to eat breakfast and lunch in the cafeteria or courtyard only; no one is to eat off campus or in a classroom.
- Students are not allowed to bring in meals from local restaurants, nor have meals delivered. Sack lunches from home are permitted.
- Students are to stay in the cafeteria or court yard during their designated meal time. Students are not allowed in any other areas. Bathroom facilities are available in the cafeteria.
- Students should properly dispose of their trays and trash.
- Students may purchase only one meal at a time.
- Breakfast is served from 7:30 – 7:50 a.m. No breakfast meals may be served after this time.

Breakfast will be at NO CHARGE to any enrolled student.

Lunch will be at NO CHARGE to any enrolled student.

Worth County School District will be implementing a program available to the State of Georgia called the Community Eligibility Provision (CEP) for the 2023-2024 school year. All **enrolled students** of Worth County School District are eligible to receive **one** healthy breakfast and **one** lunch at school at **NO CHARGE** to your household each day of the 2023-2024 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee. If you were paying for full-priced or reduced-priced meals in the past, you will not be paying those charges this year for your child to receive a breakfast or lunch. However, if students wish to have a second meal or extra items, those items will have a charge. A second meal will be charged the full adult meal price of \$4.00. Students must have monies to pay for those second meals/extra items or the second meals/extra items will not be allowed to be purchased.

Monthly lunch menus will be available on the district and school websites at www.worthschools.net. www.paypams.com. Parents who pay online for students to purchase additional meals, etc., are able to make payments 24/7 from the convenience of their homes or offices. Parents who pay online are able to view the students' meal account balances and reports of daily spending and cafeteria purchases. Email reminders are sent when the students have low balances. Parents are able to set up automatic payments based account balances. PayPams accepts PayPal, Visa, MasterCard, and Discover cards as well as debit cards with the Visa or MasterCard logo as methods of payments.

Students may bring their own lunch from home to school in a lunchbox or sack. Students may not bring outside food in restaurant bags or bring fast food into the school. Students may not have food delivered to them on campus by family members, friends, or any other form of food delivery service.

Change of Address and/or Telephone Number

If you change your address and/or telephone number during the school year, give the new information to the Registrar, a counselor, or advisory teacher. It is important that your information is correct in the event of an emergency.

College Visitation

Seniors will be allowed three (3) approved visitations for possible admission to post-secondary schools or military. These visitations must be requested by completion of a College Visitation Form available from the Guidance Department. Only those applications completed and approved in advance by the Guidance Department will be considered as official visitations. **Students must bring an officially validated note from the school visited to insure an excused absence.** Students who do not follow this procedure will receive an unexcused absence. Students are responsible for all assignments when on Visitation Day. Each approved visitation will be considered a verified absence.

Computer/Internet Use

Any student using school system computer resources and/or the Internet shall comply with the Worth County Board of Education's Acceptable Use of Computer/Internet Resources Policy, the administrative procedures provided by the Superintendent regarding such use, and the Board of Regents Acceptable Use Policy for Peach Net.

To gain access to the Internet through school system equipment, the teacher must complete and have on file a Staff Computer/Internet Access Agreement and all students must also sign and have parent/guardian permission through the Student Computer/Internet Access Agreement. Both forms are available from media specialists and will be kept on file in the Media Center.

Anyone who fails to follow computer/internet use regulations will be disciplined and may forfeit the privilege of using any school computer for the remainder of the school term. Computer/Internet regulations include, but are not limited to:

- Do not download anything from your own CD or flash drive.
- Do not install or try to run from your own programs. Use only the programs available at the workstation.
- Do not attempt to change or re-arrange settings for the desktop.

Driver's License

A Certificate of Enrollment is necessary for either a Learner's License or Driver's License. During the school year students must sign-up for this certificate with Ms. Ranson in the Guidance office. Please allow 3 business days in order for paperwork to be completed. Students may sign-up for the certificate before or after school. **Students who need their certificate during the summer break are requested to sign up in the main office by May 20, 2024.**

In addition, students will need a copy of the certificate they earned from successfully completing the ADAP assessment while in Health. If a student has not taken this exam or did not pass the assessment, please visit <https://dds.georgia.gov> to take the free assessment before going to get a Learner's License. The state of Georgia will not issue a license without ***both*** of these documents.

Emergency Evacuation/Severe Weather Alerts

In accordance with state and local school board policy, it is necessary to conduct emergency evacuations and severe weather drills at various times throughout the school year. Emergency evacuation routes are prominently posted in each classroom.

Each instructor will advise all students of the evacuation route to be taken for that particular classroom during emergency evacuation. Instructors will also advise all students of the procedures to be taken by that particular classroom in the event of severe weather. During either the emergency evacuation or the severe weather alert, it is important that each student listens carefully and follows the instructor's directions.

Fees/Fines

Students must complete all financial obligations for any fee/fine at the end of each semester and/or prior to graduation. **Failure to pay fees/fines will result in student being held from school activities such as the graduation ceremony.**

Georgia H.B. 1450 states that parents and guardians of minor children will be liable for their willful malicious damage to school property up to \$5000, plus court costs.

Food/Drinks

Students may not have food or drinks in the classroom other than bottled water.

School Counselors

Worth County High School provides extensive guidance and counseling services. These services are delivered through the cooperative efforts of administrators, counselors, and teachers. Each of these professionals has distinct, but interactive roles that are essential to the success of the guidance program.

The guidance office is open during school day hours. Appointments may be made for earlier or later times. All counselors are available to see all students. However, counselors are assigned specific students according to the student's grade level. Students must make an appointment to see a guidance counselor. Teachers will determine the extent of the emergency (grief, emotional or physical problem) prior to sending the student to the guidance office during instructional time.

Reporting of Acts of Sexual Abuse or Sexual Misconduct

"20-2-751.7. (a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or

other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities.

Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in student handbooks and in employee handbooks or policies.

- a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by any school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*



COMPLAINTS OF DISCRIMINATION/HARASSMENT

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title VI Coordinator is:

Name or Title: Mrs. Sommer Clark
Office Address: 103 Eldridge St.
Sylvester, GA 31791 Telephone Number: 229-776-8600

The Title IX Coordinator is:

Name or Title: Mrs. Kira Outlaw
Office Address: 103 Eldridge St.
Sylvester, GA 31791 Telephone Number: 229-776-8600

The Section 504 and Americans with Disabilities Act Coordinator is:

Name or Title: Mrs. Sommer Clark
Office Address: 103 Eldridge St.
Sylvester, GA 31791 Telephone Number: 229-776-8600

The Age Discrimination in Employment Act Coordinator is:

Name or Title: Mrs. Kira Outlaw
Office Address: 103 Eldridge St.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under [Policy GAAA](#) (Equal Opportunity Employment) or [Policy JAA](#) (Equal Educational Opportunities) is located in the School District [policy manual](#) which is available on the District [website](#).

Notice to Parents/Guardians and Eligible Student of Rights under the Family Educational Rights Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA)

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the “Act”), parents/guardians have the right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, their own education records. Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent of student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
4. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Worth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under.
The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

FERPA Directory Information Notice

WSCD has designated the following information as directory information:

1. Student’s name, address and telephone number;
2. Student’s date and place of birth;
3. Student’s participation in official school clubs and sports;

4. Weight and height of student if he/she is a member of an athletic team;
5. Dates of attendance at WCSD; and
6. Awards received during the time enrolled in WCSD.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents/guardians have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents/guardians have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless a parent/guardian objects in writing to their student being photographed, videotaped or interviewed, to the principal of the school where their student is enrolled. Parents/guardians must notify the principal of their objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, parent/guardian submission of a written objection does not constitute a guarantee that their student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Protection of Pupil Rights Amendment (PPRA) Notice

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent/guardian of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administrations or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Act (IDEA). A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent/guardian for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents/guardians shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent/guardian the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3)

not necessary to protect the immediate health and safety of the student, or of other students. The parent/guardian of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose.) Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Principal shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instruments within a reasonable period of time after the request is received.

SECTION 504

A request for a Section 504 evaluation may be made by a teacher, educator, or parent/guardian who suspects that a student may have a mental or physical impairment that substantially limits a major life activity. All requests for Section 504 evaluations must be directed to the school counselor who is designated as the School Section 504 Coordinator.

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Special Education Records

IDEA (34 CFR 300.566) requires each local school system to maintain documentation of confidentiality for those having access to special education records. Therefore, **all requests**, including parents or other agencies requesting special education records, must be made for these records through the Worth County Special Education Department at 103 Eldridge St., Sylvester. Phone number: 229-776-8600. It is here that original files are maintained.

Special Needs Public School Options

A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student’s existing individualized education program (IEP). If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school.

The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school have a program with the services agreed to in the student’s existing individual education program. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system.

The parent/guardian may also request a transfer to one of the State schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a State school will depend on whether or not that setting is appropriate for the student’s needs. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the State school. Please contact the Georgia Department of Education for more information about transferring to a State school.

Special Needs Private School Choice Options

Parents/guardians of students who receive special education services in WCSD have the option to

exercise public and private school choice. Under a State law passed by the Georgia State Legislature in 2007, parents/guardians of students who receive special education may choose to transfer their child to another public school or private school in Georgia. Parents/guardians must be current residents of Georgia and have been residents for one year.

Parents/guardians interested in transferring their child to a private school in Georgia may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, visit the Georgia Department of Education's website at <http://www.doe.k12.ga.us/sb10.aspx>

School Nurse/Clinic

It is important that the school be aware of any medical problems that require special consideration or treatment. Students and parents are urged to contact the school nurse of special health problems. WCHS employs a full time school nurse to care for our students. Students must have the proper pass to visit the school nurse. Time of arrival and departure will be recorded.

Medications

A **MEDICATION INFORMED CONSENT FORM** must be completed by the parent/guardian and other appropriate medication forms completed and in the student's file **BEFORE ANY MEDICATION, PRESCRIPTION OR NON-PRESCRIPTION, MAY BE ISSUED AT SCHOOL. New forms must be completed each school term.**

All medication must be hand delivered to the school nurse by a parent/guardian. Medications must be picked up from the school nurse by the parent/guardian at the end of the medication period or school term, whichever comes first. Students are not allowed to bring ANY medications to or from school.

Medications will be administered and recorded on a daily log by a Registered Nurse or trained adult school personnel designated by the principal. Medicines will be stored in a locked cabinet or in a designated area in the locked school vault.

Pediculosis (Head Lice)

Worth County Board of Education regulations require that students with Pediculosis (Head Lice) will not be allowed to remain at school or board the bus until he/she has been adequately treated and all nits removed from the hair. The parent/guardian will be notified to pick up the student from school if Pediculosis is discovered. The student's respective bus driver will be informed of the problem. The parent will be provided with information of adequate treatment, the student's contacts, and the home environment to eliminate the problem.

To return to school the student must be transported by an adult and should report to school at 7:45 a.m. The accompanying adult must remain with the student until he/she has been checked by the school nurse and declared to be nit free. Proof of treatment must be presented, such as the medicated shampoo bottle or box giving the name of the treatment used. The student's teachers and the bus driver will be notified when the student is declared to be nit free.

Pediculosis (Head Lice) is only excused as one (1) day of excused absence from school. Treatment can be done in one (1) day, all nits removed and the student may return to school the following day.

Immunization Certificate

All students must have a Certificate of Immunization on file at Worth County High School indicating that all immunizations required by the State of Georgia are up-to-date. No student will

be allowed to enroll at WCHS without this certificate.

Media Center Policies and Procedures

Procedures:

- The WCHS Media Center is open every school day from 7:30 am until 4:00 pm.
- The Media Center will be closed to lunch traffic during 3rd block if it is being utilized by a class. Students coming for book checkout/renewal or individually from another class will still be allowed to use the Media Center. During the instructional school day, students should have a Media Center pass signed by their classroom teacher.
- NO food or drink is allowed in the Media Center.

Circulation Polices:

- Students are allowed to check out up to 3 books and may put books on hold or reserve. Students are allowed to check out all books. Most books are checked out for a two-week period. Reference books and back issues of magazines may be checked out for overnight use only. Checkouts are renewable unless the student has an overdue fine on the book or the book has been reserved by another student.
- Overdue and fine notices are sent to students approximately every two weeks via their advisor or first period teacher.
- Fines of five cents per day are charged for each overdue item.
- All borrowers are responsible for lost or damaged materials. The charge for lost or damaged material will be the replacement cost.
- Students may not check out materials if they have an overdue book or fine on their record.

Internet Polices:

- All students must have a Permission to Use Computer Network form on file in the Media Center. This form can be found in the back of this handbook, if you are new to our school system. Parent/guardian's signature is required. Turn completed form in to the Media Center.
- Internet use is limited to educational use ONLY. Students are not allowed to chat, email, order, or play games.
- Students may have their computer privileges restricted or removed if these policies are not followed.

Office Telephone Usage/Messages

Students may not use office telephones during the school day without written permission from their teacher and only in the event of an emergency. Students are not allowed to use any telephones except those in the administrative offices during the school day. This includes phones in the gym, band room, and/or teacher workroom/office.

Visitors

All visitors are to check in and receive a pass from the main office. Any person found on Worth County High school campus without a pass will be subject to trespassing charges.

- All visitors are required to present a valid driver's license or other governmental issued photo ID upon entering the school building to the front office desk receptionist.
- Because teachers are busy teaching during the school day, appointments with teachers should be scheduled before or after school or during the teacher's planning period.
- Students are not allowed to have visitors on campus during the school day.
- Substitute teachers are identified by a special "Substitute Teacher" sticker.

***Due to ongoing monitoring of COVID 19, this policy is subject to change at any time.**

STUDENT DISCIPLINE

1. All inappropriate behavior requiring administrative action will be dealt with on an individual basis and dispositions may be increased or decreased upon administrator discretion.
2. Law enforcement or other agencies may be called in at the discretion of the administration.
3. **Any combination of five (5) discipline referrals may result in the creation of a behavior contract.** A parent conference will be set up with school personnel along with administration to design the strategies in the behavior contract. If the students inappropriate does not improve, the student be recommended to attend alternative school.

Three Step Plan

Teachers will maintain appropriate conduct in their classroom and are required to follow a three step plan before sending a student to an administrative office, unless the conduct requires immediate attention by an administrator. This plan requires teachers to handle day-to-day discipline problems and to notify parent/guardian in writing and/or by phone when possible. This notification will take place on the third (3rd) misconduct. On succeeding problems, the student will be referred to an administrator. Parent/Guardian intervention may eliminate the need for referral to the discipline office.

Step One	Warning
Step Two	Parent/Guardian Notification
Step Three	Referral to Administration

Off-Limit Areas

Before school all students must report to the cafeteria or courtyard area. No students will be allowed in any other area.

Students are not allowed in the following areas during the school day:

- In the student parking lot unless arriving or leaving school
- In the bus lane anywhere on campus
- Behind the Gym or Building 1500
- In the wooded area between the high school and the middle school

Passes

Any student out of class must have a designated WCHS Pass that has been completed by the teacher. The pass must include date, time, and student destination.

If a student athlete needs to see the trainer, the athlete's coach must notify the trainer and provide a written pass for the student to present to his or her teacher. In the event that a paper pass cannot be obtained, the coach may email the teacher. **Athletes will not be released to go to the trainer without a pass.**

Restrooms

Students should use the restroom closest to their classroom. Restrooms should be kept neat and orderly. Graffiti is defacement of property and disciplinary actions will result. In an effort to minimize unnecessary traffic in this area, teachers have been asked to keep students in class and out of the restroom to the extent reasonable. Administration has the right to amend the bathroom schedule as needed.

Destroying/damaging mirrors, sinks, soap dispensers, or any other school property in the restroom will result in disciplinary action for vandalism/destruction of school property. Damages will be assessed and students will be held liable for payment.

Students horse-playing or engaging in other inappropriate activity in the restroom, such as standing on toilets, will be punished in accordance with the Code of Conduct.

Searches

It is the policy of the Worth County Board of Education that lockers, desks, and other property furnished to the student, whether by rental to the student or not, remain the property of the Board of Education. The property is subject to search by school officials. Book bags or purses may also be searched by school officials, if deemed necessary. It is the policy of the Board of Education that vehicles brought on Board of Education property may be searched by school officials. Any illegal or prohibited items found in the student's possession will be seized and turned over to proper authorities if warranted.

Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

Vape Detectors

Restrooms around campus are equipped with Vape Detectors for our students' protection and safety. The vape detector alerts administration when vapor from an electronic cigarette is detected. It also notifies administration when there are loud noises that could indicate a fight or some other emergency in the restroom.

Upon receipt of an alert, administrators and designated staff identify students who were in the restroom during the alert via hallway cameras and other investigation. Those students are searched to ensure that they are not in possession of any contraband. Any student found to be in possession of a vape or any other illegal/unauthorized substance or item will be addressed in accordance with the code of conduct.

In-School Suspension (ISS)/Lunch Detention/After School Detention

In-School Suspension (ISS) isolates students from their regular class schedule on a short term basis. Students will complete all assigned classwork prior to returning to regular classes. For example, if a student is assigned 2 days of ISS and does not complete his/her classwork within those 2 days, he/she will return for a 3rd day or until they complete all classwork.

Students who leave ISS early for any reason (excused or not) must make up the ISS time.

Students behaving inappropriately in ISS may be suspended out-of-school for the remainder of their assigned ISS time.

Students who are in ISS may participate in practices. Students may not participate in any competitions and/or athletic events. Upon completion of ISS time, students may participate in such activities. For example, if a student is in ISS for Monday and Tuesday, and they complete all of their work, they may participate in after-school activities on Tuesday, but not Monday.

Students may not leave ISS early for after-school activities, competitions and/or athletic events.

Lunch Detention will be used during the student's lunch. After school detention will be after school and the student must have someone pick them up from school (30 Minutes).

Out of School Suspension (OSS)

A student may be suspended from school for up to ten (10) consecutive days depending on the severity of the offense. Students may not participate in any extracurricular or school-related activities while on suspension. Students must make up any missed work. Students who are suspended may not return to campus before or after school during the suspension and are not allowed to attend school events.

Suspended students may not be on campus to pick up or deliver students. **Students who have been suspended from school may be required to attend a parent conference before returning to school.**

Alternative School

Students who are violation of behavior contract or violate the code of conduct in such a manner that it dictates a disciplinary hearing could be placed into the Worth County Achievement Center if the hearing officer so determines. Parents/Guardians may waive the right to a hearing and sign a waiver to place students in Worth County Achievement Center if the situation qualifies. Once in the alternative setting, students follow different procedures and progressive discipline, so please be sure to consult the rules given by the teachers and/or administrators if your student is placed into Worth County Achievement Center. Students who are placed into the Worth County Achievement Center for behavior will be required to sign a behavior contract prior to transitioning back into Worth County High School unless a behavior contract is already active for the student. The consequences outlined in the behavior contract are strictly followed.

Expulsion

In extreme disciplinary cases, it may be necessary for the administration to recommend a student for expulsion from school for the remainder of the semester or the remainder of the school year. The local policy for due process is in effect for expulsion.



WORTH COUNTY BOARD OF EDUCATION



Worth County Board of Education members (pictured left to right):

Mr. Justin Lucas, Ms. Marilyn Herring, Mr. Marc Haralson, Mr. Nehemiah Cummings, Superintendent, Mr. Hubert Souter, Chairman; Mrs. Sue Youngblood, Vice-Chairman

Meetings of the Worth County Board of Education are conducted the second Thursday of each month at 7:00 p.m.

Principals

Ms. Alicia Oncale	Worth County Primary	Grades PreK-2	229-776-8660
Mr. Hank Hobby	Worth County Elementary	Grades 3-5	229-776-8605
Mr. Cornelius Frazier	Worth County Middle	Grades 6-8	229-776-8620
Mr. Jared Worthy	Worth County High	Grades 9-12	229-776-8625
Mr. Will Smith	Worth County Achievement Center	Grades 6-12	229-776-8600



FOREWORD

It is the purpose of the Worth County School District to operate each school in a manner that will provide an orderly process of education that ensures the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy that requires all schools to provide codes of conduct. These standards of behavior require students to conduct themselves at all times in a manner that facilitates an optimum learning environment for themselves and others.

We expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

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

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

- At bus stops
- At school or on school property at any time
- Off school property 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

In addition, students may be disciplined if charged with a felony of which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. Parents will have an opportunity to be involved in developing and updating the student code of conduct. We ask your cooperation in sharing this responsibility for maintaining a proper learning environment.

AUTHORITY OF THE PRINCIPAL

The principal 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.

WORTH COUNTY SCHOOL DISTRICT

VISION, MISSION & SLOGAN

Vision:

Worth County Schools will prepare students to graduate and be productive citizens by providing them with access to high quality programs.

Mission:

Worth County Schools provides a quality education that develops graduates and life-long learners.

Slogan:

Committed to the Success of Every Student

PHILOSOPHY

It is the philosophy of the **Worth County School District** to provide a safe and secure learning environment where “teachers can teach and students can learn.” Policies and regulations which are arrived at fairly and forthrightly with the collaboration of staff, parents, and students will create a positive learning climate for all.

Therefore, this **Code of Conduct of the Worth County School District** is important in providing and maintaining such a school climate.

The code will:

- Outline the roles of the student, school, and parents/guardians
- Define specific terms
- Specify the role and responsibilities of students, the school, and parents/guardians
- List general rules of conduct expected of all Worth County students
- Outline age appropriate, progressive discipline procedures for the schools, including consequences for unacceptable behaviors, from minor to severe
- Enumerate student support ideas, recommendations, and alternatives
- Match consequences with severity of behavior including removal of dangerous and chronically disruptive students from the learning environment
- Take into account any disability of the student when addressing misbehavior

In the Worth County School District, the students are expected to conduct themselves in compliance with school regulations and to exhibit courtesy and respect for authority at all times. Rules for student conduct apply while students are on school grounds at any time, off the school grounds at a school activity, function or event, enroute to and from school on a school transportation vehicle, at a bus stop or on school transportation or private vehicle used to transport students to a school-sponsored function.

- Parents and guardians are encouraged to review the Code of Conduct with their children and to support its enforcement throughout the community.
- Parents and guardians are to sign or confirm receipt of the Code of Conduct.

- Failure to acknowledge receipt does not absolve the parent/guardian of any responsibility for information contained in the Code.
- Codes will be available in each school and classroom.
- All student handbooks shall include pertinent sections of Code of Conduct.
- Questions about the Code of Conduct should be addressed to the appropriate principal.

Students shall also be disciplined for engaging in off campus misconduct that 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 education process.

Disposition for such actions will result in the student appearing before a tribunal hearing to determine placement until verdict has been made at trial. Once case has been settled, the student will reappear before the tribunal committee to determine future placement.

The Superintendent and the Worth County Board of Education do fully support the authority of the teacher and principal to follow the mandates of Georgia law O.C.G.A. 20-2-738

Policies related to discipline are in the Worth County Board of Education policy manuals. The Policy Manual is available for public review at the Board of Education office and on the school system website (www.worthschools.net). Student handbooks are written to be consistent with Board of Education Policies and this Code of Conduct.

PROGRESSIVE DISCIPLINE PROCEDURES

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of the discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors.

Infrequently, there are situations when school staff and parents/guardians disagree on discipline measures for a student. In those cases, the school principal will, based on this Code of Conduct, school discipline policy/procedures, and administrative judgment, assign appropriate discipline measures. In addition, the principal may make student discipline decisions determined to be in the best interest of the student and the school in any case of disruptive conduct not specifically covered in this Code.

PARENTAL 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 communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going 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/guardian of the disciplinary problem and request at least one parent/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 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.

The Worth County School District seeks to promote a positive environment for Worth County Schools in which there is an awareness of, involvement in, and support for the system and its educational mission. Recognizing that open channels of communication are essential in fulfilling its role as a legislative body, the Board of Education invites parents, students, staff and others, to offer suggestions on policies by submitting in writing any suggested additions, changes or deletions to the policies. The Code of Conduct is reviewed annually and parents, guardians, and students are invited to participate in the review process.

PROCESS FOR PARENTS TO ADDRESS CONCERNS

When parents have concerns about their child's education or educational setting, the following is an outline of the process to follow:

1. The first step is to talk with the teacher(s) of the child. It may be convenient to have a discussion via phone (best) or electronically. If this does not resolve the concern, a parent/teacher conference should be scheduled and attended additionally by the school counselor and/or appropriate administrator.
2. If the parent is not pleased with the outcome or response after working with the teacher(s) on the specific concern, the parent needs to address his/her concerns to the principal of the school.
3. If the parent is still not pleased with the outcome or response after meeting with the principal, the parent will need to contact system level personnel based on the specific concerns.
 - Transportation – Mr. Rusty Parten, 229-776-8612
 - Maintenance – Mr. Jimmy Odom, 229-776-8600
 - School Nutrition – Mrs. Cynthia Thomas, 229-776-8600
 - Student Services – Mrs. Sandi Giddens, 229-776-8600
 - Special Education – Mrs. Sommer Clark, 229-776-8600
 - Curriculum & Instruction, Professional Learning– Mrs. Teresa Sumner, 229-776-8600
 - Athletics – Mr. Will Smith, 229-776-8600
 - Federal Programs, Testing – Dr. Steven Rouse, 229-776-8600
4. The Superintendent of Schools is willing to work with parents regarding concerns. However, parents should try to resolve their concerns as close to their child's classroom setting as possible. This is where services are provided and the school personnel know the most about the child and the issue. If you feel that you have followed this process and have been unsuccessful at having your concerns addressed, contact the Superintendent's secretary at 229-776-8600

CAMPUS VISITATION

VISITORS: All visitors to school campuses must report to the front office before visiting other parts of the school, as required by O.C.G.A. 20-2-27. Visitors will need to have proof of identification in the form of:

1. a driver's license,
2. military ID or
3. other state issued ID.

A visitor's badge will be issued that will provide identification for the person having a reason to be on campus. Persons not wearing such a badge will not be allowed on campus. Unauthorized visitors will be requested to leave; failure to do so will result in official misdemeanor charges of a high and aggravated nature. Visitors are allowed to visit only the areas requested. Please check with the front office at the school site for further clarification of their visitation procedures.

These measures are necessary to protect children from unauthorized persons. Only those children enrolled in a Worth County school shall be able to utilize school facilities, equipment, and programs, and participate in extra-curricular and co-curricular activities, subject to all other existing rules of participation.

FACE MASKS

Students will be allowed, but not required, to wear face masks in all school areas under normal circumstances.

WCSS may alter mask flexibility and requirements at any time.

Face masks must not be a bandana or bandana like and must be worn appropriately. Face masks also fall under the same rules of any other piece of clothing. Any masks deemed inappropriate by school administration will not be permitted.

DISCIPLINARY HEARINGS

Disciplinary hearings are held following any instance of an alleged violation of the student

Code of Conduct if the principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee, if that employee requests a hearing. The purpose of the hearing is to hear the charges and the evidence; to determine if the Code of Conduct was violated; and if so, to determine appropriate disciplinary action. The student and parents/guardians have a right to this due process hearing before a long-term suspension (more than ten days) or expulsion can be administered. The maximum penalty that can be imposed by a disciplinary hearing is permanent expulsion; however, it is the preferred policy of the board that disruptive students are placed in alternative education settings. Regardless of the student's status at the time of the disciplinary hearing (e.g. student transfers, student withdraws), the district will proceed with the hearing on the date scheduled and provided to the parent/guardian in the charge letter.

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 of Education Rule 160-4-8.16 Unsafe School Choice Option.

For grades 6-12

In the event that a student chooses to admit to a violation of the code of conduct or chooses not to contest the charges before a hearing officer; and if the school and a parent/guardian agree as to appropriate disciplinary action; and if the parent/guardian chooses to waive the opportunity to participate in a disciplinary hearing,

present evidence, subpoena and cross examine witnesses and be represented by an attorney at such hearing; a Disciplinary Hearing Waiver Agreement may be written, co-signed and dated.

CHEATING

Any form of cheating/academic dishonesty/plagiarism will be initially handled by the classroom teacher. Consequences may include a zero on assignment/test/project etc. and parent notified. Repeat offenses may be forwarded to the school administration and warrant more severe consequences.

TRANSFER STUDENTS

A student attempting to enroll in the Worth County School District during the time in which the student is subject to a disciplinary order from another school district may be denied enrollment or be subject to the completion of the disciplinary actions handed down from the other school district.

NON-RESIDENT STUDENT

Any student who lives out of the county but wishes to attend Worth County Schools may apply for non-residence status. Certain criteria must be met and maintained in order to be approved. Policy and application can be found on the school website and at each school location.

WITHDRAWAL STUDENTS

Any student who withdraws from Worth County School District prior to the completion of a disciplinary hearing must submit to completion of the previous disciplinary hearing before consideration of readmission.

STUDENTS WITH DISABILITIES

Students with disabilities are not subject to the same disciplinary procedures as other students. First, it must be determined if the misconduct is caused by or has a direct and substantial relationship to the disabling condition. If so, that determination must be made by persons having expertise with respect to students who have disabilities. If it is determined that the misconduct does not arise out of the disabling condition, the student then is subject to discipline. However, under no circumstances can educational services be discontinued altogether for the student with disabilities. A student with disabilities can be temporarily removed from the classroom prior to a hearing when necessary to protect the student, other students, or the teacher, but the hearing shall be held as soon as possible.

SEARCHING STUDENTS

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's 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. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

BULLY REPORTING PROCEDURE

The Worth County School District expressly prohibits the bullying of any person, by any means or method, at school, on school property, 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.

Should a student feel that they are, or have been bullied (see definition) they should first report to the closest teacher or person of authority. If the problem is not resolved, the student should report to a guidance counselor

for intervention in the situation. If interventions are not successful, the Principal/Assistant Principal/SRO officer should be notified verbally or by written form.

Use of E-mail

The Worth County School District e-mail system is the property of the school district. All messages composed, sent, or received on the district e-mail system are and remain the property of the district.

The district reserves the right to monitor the e-mail system and disclose communication contained therein in order to ensure that it is being used for approved purposes only and to ensure that the district policies and rules are being followed.

Administrative procedures shall ensure that staff are provided notice that e-mail is sometimes subject to public records law and that anything they produce on the district's e-mail may be subject to public scrutiny.

All users shall be prohibited from sending e-mail or otherwise using the e-mail system for activities prohibited by district policy or rule, including but not limited to:

- Distributing or maintaining discriminatory, offensive, obscene, or defamatory material
- Annoying or harassing other people
- Engaging in non-district related activities for gain or profit
- Advertising, soliciting, or fundraising for matters not related to the district
- Presenting personal views as those of the district
- Improperly disclosing confidential information

Inappropriate use of the district's e-mail system may result in disciplinary action in accordance with Board policy and state law.

DATA COLLECTION

Several times throughout the year, it will be necessary to collect data through student surveys. These surveys will cover various topics in education. All student surveys are completely anonymous. The data collected will be used to identify critical areas of need such as to:

- Maintain a school environment that is free of drugs and violence.
- Promote a class atmosphere that allows teachers to teach and students to learn.
- Develop and offer experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for their behavior, and understanding consequences.

Parents or guardians have the right to review surveys and contact the school principal with any questions or concerns. Parents will be allowed to opt out their student's participation in any survey that asks questions about private family matters or that collects information for marketing purposes.

CLEAR BOOK BAG POLICY

- Only clear book bags will be allowed in grades PK-12.
- Clear book bags cannot be obstructed with graphics, stickers, or other artwork.
- Each school will have some clear book bags on hand for sale. Book bags sold will be at cost, not as a fundraiser.
- Regular purses are allowed as long as nothing larger than a regular sized textbook can fit inside of the purse.
- Each school will designate a location for students to secure non-clear bags containing athletic equipment or other extracurricular items.



SCHOOL ATTENDANCE

Regular school attendance is required for students to be academically successful in school. Students who have excessive absences each year find themselves behind in their classes and in danger of grade retention or loss of credits. With this in mind, the Worth County School District (WCSD) is placing more emphasis on regular school attendance. We are asking for your support by making every effort to have your child in school every day, except when the child's illness or a family emergency requires his/her absence.

The Worth County School District is taking the following actions to encourage school attendance and to discourage truancy:

1. All schools will provide to the parent, guardian, or other person having control or charge of each student enrolled in 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 will be asked to 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 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy.
2. Parents of all students will provide a written excuse from a physician/certified medical practitioner, parent or guardian, stating days missed and reason for absence to the school within the **first three (3) days** the student returns to school, after an absence.
3. Parents of students in grades K – 8th will provide an excuse from a physician/certified medical practitioner after the **fifth (5th)** written parental excuse.

4. Parents of students from ages 6-9 who have **five (5) unexcused absences** will receive notification from the WCSD by phone and/or 1st class mail. The notice shall outline the penalty and consequences of such absences. Upon the **6th unexcused absence**, a letter via certified mail with return receipt requested will be sent to parent. The letter will require parent/guardian to clear up unexcused absences within 5 business days or a warrant can be taken against the parent/guardian(s).

Note -O.C.G.A. § 20-2-150 (c) All children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall become subject to all of the provisions of this article, the provisions of *Code Sections 20-2-690 through 20-2-701*, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained seven years of age.

5. Parents of students from ages 10 – 16, who have **five (5) unexcused absences**, will receive notification from the WCSD via phone and/or 1st class mail. The notice shall outline the penalty and consequences of such absences. Upon the **6th unexcused absence**, a letter via certified mail with return receipt requested will be sent to parent. The letter can require parent/guardian to clear up unexcused absences within 5 business days or a warrant will be taken against the parent/guardian(s) and a juvenile complaint will be filed against the student Failure to receive written notices in no manner absolves the parents’/guardians’ responsibility in complying with all system/school attendance policies and rules.
6. If a student ages 14-16 has **more than ten (10) consecutive school days of unexcused absences** in any semester, notice will be given, by the school system, to the juvenile court and student may be withdrawn from school for lack of attendance.
7. In grades 9 -12, the WCSD will mail attendance letters on the fifth (5th), and seventh (7th) absence. These letters will be for unexcused absences per class period and will outline the WCSD’s attendance policy as it relates to course credit(s).
8. Student tardiness will be addressed through each school’s progressive discipline plan.
9. The WCSD’s Child Attendance Team (CAT) consists of a (an): school social worker and administrator from each school. Additionally, each school has a building-level CAT team consisting of a (an): administrator and other support staff as needed. The school-level team is responsible for monitoring and enforcing the rules and regulations adopted by the Attendance Protocol Committee and other support staff, as needed. The Worth Co. School District’s Attendance Team will address school attendance matters. For students, who are excessively absent, the WCSD’s Attendance Team will make attempts to resolve the matter with students at the local level. However, if students’ absences continue, a CHILD IN NEED OF SERVICES (C.H.I.N.S.) petition can be filed and referred to the DJJ Judge.
10. Local law enforcement officials will take an active role in questioning school-age students whom they see on the streets or in other public places during the school day and who are not accompanied by a parent/guardian. Police officers are to return truant students to their appropriate school where school administrators will provide appropriate discipline.
11. The WCSD shall report student attendance rates to the Attendance Protocol Committee and the State Board of Education at the end of each school year, according to a schedule established by the State Board of Education.

DEFINITIONS

The following words are defined because they appear throughout the Code and require a common understanding for students, parents, and staff.

1. **Alternative School** – school designed to meet the needs of student in grades 6-12 who have not been behaviorally successful in a regular school setting
2. **Assault** - the **attempt** or **threat** of harm of another person.
3. **Battery** – (also known as physical assault) – intentionally made direct or indirect physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.
4. **Behavior Support Process** – mechanisms for identifying and addressing the student support plans/behavioral needs of students through the provision of integrated resources that promote behavioral change and/or support.
5. **Bullying (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking.** This also includes **Cyber bullying (social media, electronic device communication whether or not such electronic**

act originated on school property or with school equipment) on or off campus that impacts school climate.
Ref. O.C.G.A. 20-2-751.4

6. **Bus safety issues** – include but are not limited to refusal to stay quiet at railroad crossings, hanging out of windows, disturbance in inclement weather, being out of seat and throwing items out of the window.
7. **Chronic Disciplinary Problem Student** – a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
8. **Code of Conduct** – a systematic collection of regulations, rules, or procedures regarding behavior and expectations of persons or groups.
9. **Disciplinary Officer** – the disciplinary officer conducts certain disciplinary hearings, especially in matters that may result in long term suspension, expulsion or assignment to the alternative school.
10. **Due Process** – the protection of the rights of a student through established, fair practices.
11. **Expulsion** – suspension of a student from a school beyond the current school semester.
12. **Fighting** – the exchange of mutual physical contact usually with malicious intent on both sides and lack of responsiveness to intervention.
13. **Grand Theft** – theft involving items/materials valued at greater than \$500.00.
14. **Habitual Violator** – A student who has been referred to the administrative staff an excessive number of times with similar behaviors.
15. **Harassment** – (Board policy definition) means any acts, conduct, or communication having gender, racial, religious, or ethnic demeaning implications which are created and communicated by a person to another with the intention to demean, intimidate, dominate, abuse, or browbeat the recipient of the act or communication and that such intent is reasonably perceived by the recipient for that purpose. The prohibited conduct does not apply to a single event incurred by the recipient but does apply to repetitious conduct on the part of a perpetrator, even though such conduct may be exhibited to a different person.
16. **Inappropriate Student Demeanor** – student behavior that shows disrespect, or contempt, to other students, administrators, faculty, or staff. Inciting, advising, or counseling of others to engage in prohibited acts.
17. **Home Suspension (long term)** – removal of the student from the school campus and exclusion from all school-sponsored activities for more than ten (10) school days, but not beyond the current school semester. Students on long-term suspensions are not permitted on any school campus or any school-sponsored event.
18. **Home Suspension (short term)** – removal of the student from the school campus and exclusion from all school-sponsored activities for not more than ten (10) school days by the school administration. Students on short term suspension are not permitted on any school campus or at any school sponsored event.
19. **Horseplay** – misbehavior when students are not angry, and respond to interventions, and there is no malicious intent.
20. **In-School Suspension (ISS)** – removal of a student from class or classes with assignment to a designated supervisor. The student shall be marked present in each class when in attendance in ISS.
21. **Major Disturbance** – student behavior of such nature that it causes a cessation of activity on campus or in the classroom.
22. **Physical Violence** – intentionally making physical contact of an insulting or provoking nature with another person, or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 20-2-71.6.
23. **Progressive Discipline** – policies designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior with the previous discipline history of the student being considered and other relevant factors taken into account and all due process procedures required by federal and state law followed.
24. **Safety Hazard** – any behavior, article of clothing (including shoes) that constitutes a hazard to students or staff.
25. **School Safety Zone**—in or on any real property or buildings owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education.
26. **Sexual harassment** - the deliberate, repeated, and unsolicited physical actions, gestures, verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity. The Georgia General Assembly has required that in this Code of Conduct all parents and guardians shall be encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.
27. **Sexual misconduct/inappropriate sexual behavior** - any willful and/or deliberate act (spoken, written, or physically conducted) e.g. writing suggestive notes and making obscene gestures committed with the intent of



- promoting sexual favors or furthering acts lewd or lascivious in nature, any unsolicited sexual proposal touching of any other person; or any act of indecent exposure or any sexual crimes as defined by state
28. **Tardiness** - not being in one's assigned classroom at the time the official school day and/or the class is scheduled to begin.
 29. **Trespassing** – individuals (students or adults) who present themselves in any unauthorized area(s) (building or campus), i.e. being on school property without permission. No one is allowed on school property after hours except for scheduled school activities.
 30. **Truancy** - failure to report or sign in to school without prior permission, knowledge or excuse by the school or the parents or "skipping" class or school; more than five unexcused absences during the school year.
 31. **Time-Out** - a short-term removal from the K-2 classroom during which time the student is supervised in an alternative setting
 32. **Weapons** – "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or 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 chahka, nun chuck, 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 weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher. 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 of Education Rule 160-4-8.16 Unsafe School Choice Option.

VAPOR PRODUCTS

Vapor product means “any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. The term ‘vapor product’ shall include any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.”¹

Possession of a vaping device by a minor under the age of 18 is prohibited by GA Code Ann. §§ 16-12-171(b)(1)(A); 16-12-174(d) (2019).

According to the US Surgeon General, “E-cigarette aerosol is not harmless, most e-cigarettes contain nicotine – the addictive drug in regular cigarettes, cigars, and other tobacco products. Nicotine exposure during adolescence can harm the developing brain – which continues to develop until about age 25. Nicotine exposure during adolescence can impact learning, memory, and attention. Using nicotine in adolescence can also increase risk for future addiction to other drugs. In addition to nicotine, the aerosol that users inhale and exhale from e-cigarettes can potentially expose both themselves and bystanders to other harmful substances, including heavy metals, volatile organic compounds, and ultrafine particles that can be inhaled deeply into the lungs. Many e-cigarettes also come in kid-friendly flavors. In addition to making e-cigarettes more appealing to young people, some of the chemicals used to make certain flavors may also have health risks. E-cigarettes can also be used to deliver other drugs, including marijuana (THC/CBD or derivative thereof). In 2016, one-third of U.S. middle and high school students who ever used e-cigarettes had used marijuana in e-cigarettes.”

¹ Public Health Law Center; www.publichealthlawcenter.org

BUS TRANSPORTATION

WCSD Bus Transportation Requirements for 2023-2024

Student safety is the number one priority of WCSD and students and parents are reminded that riding a school bus is an extension of the school day, and that students are expected to follow the same rules of respect and following directions as they are in the school building.

Riding a school bus is a privilege that the school district does not want to see any student lose; however, unruly, misbehaving students will be removed from the busses to protect the safety of all students. Students that ride the school bus must go by these rules in order to ride the bus. We want our drivers to be able to focus on the road ahead as well as student loading and unloading zones rather than being distracted due to student behavior.

Bus Rules:

- At **no time** will students act toward or address comments to a bus driver or monitor in a disrespectful manner or refuse to cooperate with the driver.
- Students shall get on or off the bus only at their assigned stop/route, unless otherwise directed with a note from the school office. Students riding a route other than what has been assigned will be returned to the school for the parent/guardian to pick them up.
- Students shall not refuse to sit in an assigned seat or deny another person a place to sit.
- Students will be expected to **remain seated** for the duration of the trip, and remain seated until the bus door opens. No students will stand in the driver compartment.
- Students shall **not** throw any articles within the bus or out the bus window, and shall not extend any part of their body, clothing, or other articles out of the bus window.
- Students shall not take or handle any emergency equipment inside the bus, and shall never board or leave the bus through the emergency door except in an emergency.
- Students shall never attempt to operate the passenger door except in cases of extreme emergency.
- Students shall not yell, scream, whistle, or operate an electronic device to a point where it interferes with the safe operation of the school bus.
- Students shall not write upon, disfigure, or destroy any part of the school bus. The parent or guardian may be held responsible for any damages to the school bus.
- **The use of obscene, vulgar, or profane language are forbidden.**
- Students shall not carry tobacco, including E-cigs/Juuls, etc., weapons, explosives (such as fireworks), knives, pointed articles, animals (pets), intoxicating beverages, drug paraphernalia or drugs on the bus.
- Large items will not be transported on the school bus. The driver has the discretion to allow certain larger than normal items which could be placed at the front of the bus. Items should be no larger than what could rest in student's lap. Balloons are prohibited. Glass vases are prohibited. Arrangements can be made with the parent or guardian and school staff for the pickup of large items.
- Students shall not eat, drink, or litter on the bus.
- No earbud or cell phone use while loading and unloading the bus. Those items should be put away inside book bag/pockets etc.
- Students loading the bus at the school bus loop should use care, be prompt, and ready to board without horse play. **Buses will not return to transport students that are horse playing etc.** School Administration will notify the parent or guardian to come transport the student. Depending on the

circumstances, the Transportation Director or his designee may authorize the bus driver to return to the school for a student that has missed the bus.

- All students living on the left side of the roadway shall exit the bus and move to a point 12 feet in front of the right bumper and wait for the driver to signal that it is safe to cross. Students shall never cross behind the bus.
- Students shall face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the bus aisle.
- Students will abide by the individual school's rules and regulations concerning bus students.
- Serious offenses are defined but not limited to those listed above.
- Be courteous to the driver and other students.
- All rules (school and bus) apply on field trips.
- Emergency drills will be conducted each year. Student participation is required.
- The Director or Assistant Transportation Director are authorized to alter routes, reassign students and authorize the removal of a disruptive student.

STEPS AND CONSEQUENCES FOR IMPROPER CONDUCT ON SCHOOL BUS

A bus conduct report is written and forwarded to the assigned Assistant Principal at the school attended by the rule violator. The Assistant Principal in charge of bus discipline will follow the district's code of conduct for transportation. The Director of Transportation will be notified of all discipline issues on a school bus by the Assistant Principal. The student's parent or guardian copy of the report will be issued to the student.

- Student violates rule.
- Driver completes discipline referral form and submits to transportation department to be forwarded to school administration.
- Assistant Principal investigates and resolves the discipline issue and notifies both the Director of Transportation and the student's parent.

Bus riding privileges may be revoked by the Administration of the Worth County School District.

Note:

- Worth County Schools has the authority to skip steps for serious violations or to designate such other punishment as deemed appropriate.
- If your child needs to be picked up or dropped off at a different location, please send a written note with your child to your child's school. The bus driver will be made aware of the change by school administration.
- Any complaints in reference to concern with your children on the bus can be made to the Director of Transportation, Mr. Rusty Parten, 229-776-8612.

Safe School Bus Riding Practices

The school bus driver has authority over, and responsibility for, students while on the bus. It is the student's responsibility to follow the rules and follow the direction of their school bus driver. Proper student behavior is important because any driver distraction is potentially hazardous to student safety, the safety of the driver and the safety of other road users.

Students should be aware that they are responsible for their actions and behavior and that school bus transportation can be denied if they do not conduct themselves properly. The following are some general rules of conduct for student safety **while on the school bus.**

Students should:

- Follow directions of the school bus driver the first time given.
- Go directly to an available or assigned seat when entering the bus without delay.
- Remain seated.
- ****Sit the safe way, facing forward with your back against the back of the seat and your bottom against the bottom of the seat. *In the event that the bus driver has to brake hard or if there is a serious accident, it is essential that the student is sitting properly in order for the compartmentalization protection of the padded high backed bus seats to be effective (keeping the student within the safety of the padded space that surrounds them).***
- Tell your bus driver if someone is picking on you or making you feel uncomfortable.
- Keep aisles and exits clear.
- ****Remain absolutely quiet at railroad grade crossings. *This is a critical moment. The bus driver must be able to hear an approaching train.***
- Help keep the bus clean.
- Refrain from spraying fragrances such as perfume, cologne or body spray.
- Do not use mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the bus driver's operation of the school bus.

Safe Student Bus Riding Instructions

Safety Rules at the Bus Stop

- Be at the designated bus stop five minutes before time for the bus to arrive. All school and bus rules apply at the bus loading zone.
- Wait a safe distance of 12' from the road, and be prepared to quickly board the bus.
- Refrain from pushing, horseplay, or any other unsafe activity while at the bus stop.
- Wait for the bus to come to a complete stop, wait for the red stop sign to come out, the red flashing lights to activate, and for the door to completely open before approaching the bus.
- Wait until the bus stops; then walk to the door and board the bus in an orderly manner. Stay within the view of the driver and never cross behind the bus.
- When having to cross the road, wait on your side of the road for the bus to arrive.
- Wait for the driver to give hand signal that it is ok to cross the road (Stop, look, listen).
- Be sure all traffic has stopped both ways before crossing the road.
- Use handrail when loading and unloading the bus.
- If you miss the bus, do not chase after the bus; go back home and tell your parents.
- Never stop to get mail from the mailbox until bus has moved and traffic is flowing again.
- At any time, if the bus horn sounds, this is a signal for danger and you should react quickly to bus driver's directions to avoid injury.

Safety Rules While on the Bus

- All buses are designed with several "emergency exits." These locations are, but not limited to, the entrance/exit door, rear door, emergency exit windows and roof hatches.
- Always use the front entrance/exit door during an evacuation when possible.

- All other exits should be used only when front entrance/exit door and the rear exit door are not available to use.
- When loading door is not available and the rear door is the chosen exit, selected older/mature students are instructed to assist you to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and exit from the front to the back of the selected exit location.

Additional Guidelines

- Students may not walk to another school for the purpose of riding a bus home from that school. All students are to ride the bus home from their assigned school.
- Parents should avoid conversation with the driver during loading and unloading; during this critical time, complete concentration by the driver is required.
- The use of school bus videos may be used to corroborate disciplinary action but is not required in order to assign dispositions.

Code of Conduct
PROGRESSIVE DISCIPLINE PLAN
Worth County High School
2024-2025

The Worth County Board of Education's disciplinary policy outlines behavior that will not be acceptable during the school day, immediately before and after the school day, on the school grounds, or off the school grounds at any activity, function, or event, and at school bus stops.

It is the practice and policy of Worth County High School (WCHS) to encourage parents, teachers, students, and the administration to communicate with each other in order to minimize action needed to correct problems. Each teacher has developed a set of guidelines for his/her classroom that must be followed by the students.

Students will at all times show proper respect toward fellow students, staff, and faculty members. Corrective action will be taken against any student who willfully disobeys faculty members. Penalty will depend upon the degree and intent of the disobedience, as well as the number of similar incidents of inappropriate behavior. Continued willful disobedience may bring suspension and possible expulsion from school.

Students are not allowed to leave campus during lunch or to bring food onto campus during the school day.

Definition:

Campus (WCHS) – bordered by King Street, Highway 313, the wooded tree line on the East and Bryant Drive on the North (includes the technical college and environs).

DISCIPLINE AND DISPOSITION POLICIES: The Administration reserves the right to apply dispositions on an individual basis. Dispositions may be increased or decreased as warranted by the circumstances.



Violation	Disposition
<p>Acts of physical violence: against a teacher, school bus driver, or other school official or employee.</p> <p>Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.</p>	<p>10 days home suspension, pending hearing. Law enforcement notified.</p>
<p>Alcohol or substances represented as drugs</p> <p>Possession, use, under the influence, or transmission of these on the school grounds, at any school function or on any school vehicle.</p>	<p>Suspension, pending hearing within 10 days.</p> <p>Parents and law enforcement notified. Minimum one semester assignment to achievement center recommended.</p>
<p>Arson</p>	<p>Suspension pending hearing within 10 days. Parents notified. Restitution for damages, notification to fire department. Law enforcement notified.</p>
<p>Assault: Verbal aggression towards another individual, including threatening violence.</p>	<p>1st Offense: 5 days home suspension with law enforcement and parents notified. 2nd Offense: 10 days home suspension, pending hearing. Law enforcement notified.</p>
<p>Battery: Intentional touching or striking of another person to intentionally cause bodily harm.</p>	<p>10 days home suspension with arrest, pending hearing. Law enforcement and Parents notified. Minimum one year Worth County Achievement Center assignment recommended.</p>
<p>Body Piercing (refer to dress code for allowed piercings)</p>	<p>1st Offense: Teacher/administrator warning and parents notified. Violation may require correction before student is permitted to resume normal school activities.</p> <p>2nd Offense: 1 day ISS/parent notified.</p> <p>3rd Offense: 3 days ISS/parent notified</p> <p>4th Offense: 5 days ISS/Required parent conference; behavior contract dependent upon severity (administrative discretion).</p>
<p>Bomb Threat/Terroristic Threats</p>	<p>Suspension pending hearing within 10 days. Parents and law enforcement notified. Recommend one year expulsion.</p>
<p>Bullying:</p> <p><i>Parents of accused and victim will be notified in all cases.</i></p>	<p>1st Offense: 3 days home suspension.</p> <p>2nd Offense: 5 days home suspension. Notify law enforcement.</p> <p>3rd Offense: Suspension pending hearing within 10 days. Notify law enforcement. Finding of 3rd offense in school year results in assignment to achievement center.</p>

<p>Bus Misconduct:</p> <p><i>{Fighting on the School Bus carries the consequences outlined under “Fighting” in this handbook, in addition to the loss of bus riding privileges as follows:</i></p> <p>1st Offense: 5-10 days bus suspension</p> <p>2nd Offense: 10-15 days bus suspension</p> <p>3rd Offense: 30 day minimum bus suspension + minimum 5 days OSS and consideration of placement in the Worth County Achievement Center</p> <p><i>*In all discipline cases (including on the bus) the administration has the discretion to impose consequences which it deems appropriate</i></p>	<p>Administrator discretion depending on severity of the offense.</p> <p>1st Offense: Warning</p> <p>2nd Offense: Parent Contacted and bus behavior contract signed.</p> <p>3rd Offense: 1-3 days bus suspension</p> <p>4th Offense: 5 days bus suspension</p> <p>5th Offense: 10 days bus suspension.</p> <p>Subsequent Offenses: Administrator discretion. Recommendation that bus riding privileges be suspended for the remainder of the year.</p>
<p>Bus Violations: Using mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the bus driver’s operation of school bus. <i>Items (devices) confiscated will not be returned to the student or parent.</i></p>	<p>1st Offense: Warning/Parent Conference</p> <p>2nd Offense: 5-10 days bus suspension</p> <p>3rd Offense: 20 days suspension from bus</p> <p>4th Offense: Suspension for the remainder of year.</p>
<p>Campus/Classroom Disturbance: Inappropriate student demeanor.</p>	<p>1st Offense: 3 days ISS. Parents notified</p> <p>2nd Offense: 5 days ISS. Parents notified.</p> <p>3rd Offense: 3 days home suspension</p> <p>4th Offense: 5 days home suspension</p> <p>Subsequent Offenses: 10 days pending hearing. Minimum one year assignment to achievement center recommended.</p>
<p>Cell Phones and Electronic Communication Device Use:</p> <p>A student may possess a cell phone or other electronic device (this includes smart watches and wireless earbuds) on school property during school activities; however, the device may not be visible or in use-during instructional time, including the use of Bluetooth devices. Cell phones will be turned in to the classroom’s designated location at the beginning of each class and returned to students prior to leaving the class. Students may use in common areas when not in class, however, students may not use any device in or on the ears (ear buds, headphones, etc.) while traveling in the hallways. The administration has the authority to scroll/search a cell phone’s contents including its pictures, videos, voice and text messages, address books, incoming/outgoing calls, calendars, e-mail and instant messages if the administrator has “reasonable suspicion” that there is student misconduct.</p>	<p>The school is not responsible for theft, loss or damage to electronic devices brought to school.</p> <p>For WCHS, the instructional school day begins at 7:55 AM and ends at 3:05 PM.</p> <p>Students who do comply with the school cell phone procedures will be subject to:</p> <p>1st Offense: Device is confiscated by teacher and placed in teacher phone storage. Student warning documented to administration.</p> <p>2nd Offense: Device is confiscated and turned in to the front office. Parent/Guardian may pick up the device at the end of school day (after 3pm) or any following day.</p> <p>3rd Offense: Device is confiscated and turned in to the front office. Parent/Guardian may pick up the device at the end of school day (after 3pm) or any following day & 1 day ISS.</p> <p>4th Offense: Device is confiscated and turned in to the front office. Parent/Guardian may pick up the device at the end of school day (after 3pm) or any following day & 3 days ISS.</p> <p>Additional offenses: Device is confiscated and turned in to the front office. Parent/Guardian may pick up the device at the end of school day (after 3pm) or any following day. Additional discipline to include but not limited to 5 days ISS (minimum) and/or OSS as determined by the Principal.</p>

<p><u><i>Note: Additional punishment will be issued if cell phone is used for purposes such as inappropriate pictures, cheating violations, or student's refusal to turn over cell phone. If student refuses to turn cell phone over to admin they may be assigned immediate OSS, additionally it is considered a campus disturbance and law enforcement may be notified. Habitual Violators of this policy are also subject to additional punishment</i></u></p> <p>*Teachers should not ask students to use their personal device (especially phones) for in-class assignments. WCSD provides access to classroom sets of electronic devices to all teachers. These devices should be used for in-class assignments.</p>	
<p>Computer/Internet Misuse:</p>	<p>Parents notified. When appropriate, legal action.</p> <p>1st Offense: 1 day ISS 2nd Offense: 3 days ISS 3rd Offense: 5 days ISS Subsequent Offense: Home suspension</p> <p><u>Consequences if misuse includes pornography:</u></p> <p>1st Offense: 3 day OSS 2nd Offense: 5 days OSS 3rd Offense: 10 days OSS</p>
<p>Destruction of Personal or School Property (Vandalism) disposition may depend on value of the vandalized property.</p>	<p>Up to 10-day suspension, pending hearing, restitution made. Parents notified. Law enforcement may be notified.</p>
<p>Displays of Affection - Displaying inappropriate expressions of affection such as kissing, holding hands, embracing, and petting, etc., while at school or at any school sponsored activity.</p>	<p>1st Offense: Warning 2nd Offense: 1 day ISS-Parents notified 3rd Offense: 3 days ISS 4th Offense: Home suspension pending parent conference to sign behavior contract.</p>
<p>Dress Code Violation</p>	<p>1st Offense: Teacher/administrator warning and parents notified. Violation may require correction before student is permitted to resume normal school activities. 2nd Offense: 1 day ISS/parent notified. 3rd Offense: 3 days ISS 4th Offense: 5 days ISS/Required parent conference; behavior contract dependent upon severity (administrative discretion).</p>
<p>Drugs: for example, but not limited to: Narcotics, Marijuana(THC/over the counter derivative of/edible forms of), Depressant, and Stimulant Drugs, or substances represented as drugs: Possession, use, under the</p>	<p>Suspension, pending hearing within 10 days. Parents and law enforcement notified. Minimum one year assignment to achievement center recommended.</p>

influence, or transmission of these on the school grounds, at any school function or on any school vehicle.	
Extortion	Suspension, pending hearing within 10 days, parents notified.
Failure to comply with any reasonable directions, regulations, or rules (to include classroom assignments) by a teacher and/or adult	<p>1st Offense: 1 day ISS</p> <p>2nd Offense: 3 days ISS</p> <p>3rd Offense: 5 days ISS/Parent conference to sign behavior contract</p> <p>4th Offense: 1 day home suspension</p>
Falsification, Misrepresentation, Omission, Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student	Administrator discretion.
<p>Fighting {Includes fighting on the school bus and/or any school property and events}</p> <p><i>{Fighting on the School Bus carries the consequences outlined under “Fighting” in this handbook, in addition to the loss of bus riding privileges as follows:</i></p> <p>1st Offense: 5-10 days bus suspension</p> <p>2nd Offense: 10-15 days bus suspension</p> <p>3rd Offense: 30 day minimum bus suspension</p> <p><i>*In all discipline cases (including on the bus) the administration has the discretion to impose consequences which it deems appropriate</i></p>	<p>1st Offense: 3 days OSS/2 days ISS, notify law enforcement and charges may follow. Student also referred to counselor.</p> <p>2nd Offense: Suspension, pending hearing within 10 days. notify law enforcement and charges may follow. Minimum remainder of school year or one semester assignment to achievement center recommended.</p> <p>The recommended dispositions are minimums. The severity of the fight, to include cooperation with school staff will be considered.</p>
<p>Gang Related Activity, including, but not limited to:</p> <ul style="list-style-type: none"> • Use of gang related hand signs • Use of gang related handshakes • Display of gang signs, symbols, or insignia on personal belongings or placing/writing/drawing gang signs on Worth County School District property or the property of another student • Confirmed participation in a gang, with evidence of the commission, attempted commission, or conspiracy to commit a criminal offense • Conducting gang related business on campus or other Worth County School District property (recruitment, initiation, etc). 	10 days OSS; Parents notified; referral to tribunal; law enforcement notified
Habitual Offender/Chronic class or school disruption	<p>Parent conference to sign behavior contract. Guidelines outlined in behavior contract will be imposed.</p> <p>At 20 days of discipline (ISS/OSS and other discipline considered), the student will be recommended for a minimum of one semester at achievement center.</p>
Harassment	<p>1st Offense: 3 days ISS/Parents notified</p> <p>2nd Offense: 5 days ISS; Required parent conference to create behavior plan.</p>

	3rd Offense: Begin disposition for 1 st offense of Bullying (3 days home) as outlined in Code of Conduct as evidence of pervasive behavior.
Inappropriate Student Demeanor (Minor) by Action or Words (including social media/electronic communications)	1st Offense: 1 day ISS 2nd Offense: 3 days ISS 3rd Offense: 5 days ISS 4th Offense: 3 day home suspension
Inappropriate Student Demeanor (Major) by Action or Words (including social media/electronic communications)	1st Offense: 3 days ISS 2nd Offense: 5 days ISS 3rd Offense: 3 days home suspension 4th Offense: 5 to 10-day home suspension, pending disciplinary hearing, notify law enforcement.
Leaving Campus without Permission	1st Offense: 3 days ISS and parent conference 2nd Offense: 5 days ISS and parent conference. 3rd Offense: 3 to 5 days home suspension, pending disciplinary hearing. 4th Offense: 5 days home school suspension; parent conference 5th Offense: 10 days home suspension; parent conference; Referral to Tribunal.
Leaving Class without Permission	1st Offense: 1 days ISS 2nd Offense: 3 days ISS, required parent conference to sign behavior contract. 3rd Offense: 5 days OSS 4th Offense: 3 days OSS 5th Offense: 5 days OSS; referral to tribunal; parent conference.
Misconduct while in ISS	Student sent home for the remainder of the day. ISS will resume upon return to school. <u>Students must complete the entire ISS term assigned to them.</u>
Prescription and Over the Counter Drugs	Parents must sign a Medication Consent Form before any medication will be issued at school. Students are not permitted to bring any medication to or from school. 1st Offense: Medication turned over to school nurse and parent contacted for conference. 2nd Offense: 3 days ISS 3rd Offense: 2 day OSS
Sending false alarms (fire alarm, bomb threat)	Suspension pending hearing within 10 days. Parents and law enforcement notified.
Sexual misconduct/inappropriate sexual behavior (see definition)	5-10 days suspension pending hearing within 10 days. Law enforcement notified. Depends on severity; administration discretion
Sexual Battery: Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another	10 Days suspension pending hearing within 10 days. Law enforcement notified.

<p>person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.</p>	
<p>Skipping Class: <i>{Includes leaving class without permission}</i></p>	<p>1st Offense: 3 days ISS 2nd Offense: 5 days ISS/Required parent conference to sign behavior contract. 3rd Offense: 3 days OSS 4th Offense: 5 days OSS</p>
<p>Tardy to Class: Tardies and punishment will start over at beginning of the new semester</p>	<p>1st and 2nd tardy handled by teacher (noted in grade book) 1st Offense/3rd tardy to class: 1 day ISS/required parent contact 2nd Offense/4th tardy to class: 2 days ISS (2nd referral) 3rd Offense/5th tardy to class: 3 days ISS (3rd referral) 4th Offense: 5 days ISS/required parent conference to sign behavior contract. 5th Offense: 3 days OSS Subsequent Offenses: 3 days OSS</p>
<p>Theft (*disposition may depend on value of stolen item(s).</p>	<p>1st Offense: 5 days ISS/Administrator's discretion* 2nd Offense: 3 days home suspension 3rd Offense: 10 days home suspension pending hearing, possible criminal charges and restitution for any offense. Administrator's discretion.</p>
<p>Threat: Any Verbal or Written Statement Toward Bodily Harm WCS D reviews all threats with the utmost seriousness. Any significant threat that is credible or viable will be reported to law enforcement.</p>	<p>Administrative Discretion.</p>
<p>Tobacco Use and/or Possession, including but not limited to cigarettes, dip, snuff, etc.</p>	<p>1st Offense: 3 days OSS 2nd Offense: 5 days OSS 3rd Offense: 10 days OSS pending hearing recommending placement in Achievement Center <u>*All tobacco and associated paraphernalia will be confiscated by administration and not returned.</u></p>
<p>Trespassing</p>	<p>Suspension pending hearing within 10 days. Parents notified. Law enforcement may be notified.</p>

<p>Vape (Nicotine or Non-Nicotine)</p> <p>Use and/or possession of a vape. This includes possession of or use of corresponding accessories (pods, chargers, etc.)</p>	<p>1st offense: 3 days OSS</p> <p>2nd offense: 5 days OSS</p> <p>3rd offense: 10 days OSS pending hearing recommending placement in ACHIEVEMENT CENTER.</p> <p><u>*All vape devices and associated paraphernalia will be confiscated by administration and not returned.</u></p>
<p>Vape (CBD or derivative)</p> <p>Use of or possession of a vape containing CBD, hemp or derivative thereof. This includes possession of or use of corresponding accessories (pods, chargers, etc.)</p>	<p>OSS, pending hearing within 10 days.</p> <p>Parents and law enforcement notified. Minimum one semester assignment to achievement center recommended.</p>
<p>Vape (THC)</p> <p>Use of or possession of a vape containing more than 3% THC (standard for an over the counter CBD pen). This includes possession of or use of corresponding accessories (pods, chargers, etc.)</p>	<p>OSS, pending hearing within 10 days.</p> <p>Parents and law enforcement notified. Minimum one school-year assignment to achievement center recommended.</p>
<p>Use of any electronic device for the purposes of photographing, filming (video), audio recording, circulating and/or posting inappropriate behavior to any website on the internet.</p>	<p>Parent notified. ISS to Suspension up to 10 days per administrator’s discretion. May include hearing & referral to law enforcement.</p>
<p>Weapons: A student may not, possess, handle, use or transmit a dangerous instrument or weapon on school property, at school functions or on school bus. Weapons may include, but are not limited to:</p> <ol style="list-style-type: none"> 1. 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. § 16-11-21, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. 2. Any hazardous object, including any fake weapon(s), dirk, bowie knife, switchblade 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 chahka, nun chuck, 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 term shall not include any of these instruments used for classroom work authorized by the teacher. 	<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 and reported to law enforcement. The Superintendent may either before or after the student is referred for a tribunal hearing 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 requirement on a case-by-case basis in determining the appropriate punishment.</p> <p>Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as determined by the principal to be appropriate, which may include in-school suspension, out of school suspension, or a tribunal referral, depending on the seriousness of the offense, the age of the student and other relevant factors.</p>

DRESS CODE FOR WORTH COUNTY HIGH SCHOOL

2024-2025

The purpose of implementing a student dress code in public schools is to foster a positive and conducive learning environment by promoting respect, safety, and focus among students. This policy aims to instill a sense of responsibility and professionalism while respecting individual expression and cultural diversity. By establishing guidelines for attire, the dress code seeks to minimize distractions, reduce social pressures, and enhance the overall educational experience for all students, ultimately preparing them for success in both academic and social realms. The administration, faculty and staff reserve the right to decide the suitability of any and all garments and accessories.

The following guidelines will be employed though they are not all-inclusive:

1. No headgear is permitted in the school building at any time during the school day.
 - a. Including, but not limited to: bonnets, shower caps, beanies, etc.
 - b. The hoods of hooded sweatshirts/jackets are not allowed on head while in the building.
2. Students may not wear any outer garments, accessories, or clothes that:
 - a. Have suggestive phrases, designs, markings, or profanities;
 - b. Advertise and/or promote alcohol or substances that are illegal for minors (drugs, tobacco, vapes, etc.);
 - c. Display weapons, violence, gang affiliations, or other logos that cause dissension;
 - d. Display gang related signs, symbols, names, or other items that can be associated with any street gang or group/social club not approved by the school administration.
3. Footwear (shoes) must be worn and appropriate for the school setting both in appearance and safety. No bedroom shoes are allowed. Appropriate footwear may be required for specific courses and/or specific areas.
4. All dresses, skirts, and shorts worn by students must be of fingertip length when arms are fully extended by their sides. Additionally, such attire must ensure that no undergarments are visible at any time during normal movement or posture. This includes, but is not limited to slits in dresses and skirts.
5. All bottoms, including pants, shorts, jeans, trousers, etc., must be worn at waist level and should fit securely without sagging or exposing undergarments. Additionally, bottoms must be free of any rips or tears that expose skin above the fingertips when arms are extended at the side. Belts must be fastened.
6. Leggings may be worn as part of the attire as long as the shirt worn with leggings adequately covers private areas and the bottom of the butt cheek.
7. Attire worn by students must not include items that fit tightly to the skin, such as bodycon dresses, cat suits, biker shorts, or similar garments.
8. Backless or strapless dresses or shirts are not permitted.
9. No midriff shirts or blouses are permitted. Midriff areas must be covered so that no skin is exposed on the torso at any time (front or back). No sheer garments and no low-cut necklines are permitted. Attire worn by students must ensure that no cleavage is visible, with the measurement being no more than one hand-width across the chest.
10. Students are allowed to have their ears pierced and are allowed one nose stud in the nostril. Piercings in any other visible location are not allowed. Nose rings may not be a hoop or spike. Ear piercings may not have spikes.
 - a. Some CTAE programs and extracurricular organizations have specific guidelines that are outside of those outlined here for permitted piercings and hair colorings.
11. Students should refrain from wearing pajamas, bringing blankets, or carrying pillows during school hours.

***Regardless of personal taste in clothing, all clothing must meet the above requirements.**



Code of Conduct BEHAVIOR SUPPORT PROCESS

Behavior support process is a mechanism for identifying and addressing the behaviors and environmental influences that promote the positive emotional, mental, social and physical health needs of students. With the foregoing in mind, the following is a list of support suggestions, recommendations and opportunities available for students in the Worth County School District:

Adult Education	702 Walnut Street Sumner, GA 229-776-7645 Worth County High School 229-776-8625
Aspire Behavioral Health	601 11 th Avenue Albany GA, 31701 229-430-4140
Churches	Family's Choice
Department of Family & Children Services	503 North Henderson Street Sylvester, GA 229-777-2000
Family Connections	304 N. Isabella St., P.O. Box 171 Sylvester, GA 31791 229-886-3067 ldylinski@hotmail.com (Lisa Dylinski)
Fellowship of Christian Athletes	WCMS & WCHS
Georgia Crisis & Access Line (Suicide Hotline)	1-800-715-4225
Guidance Counselors /Advisors	WCPS 229-776-8660, WCES 229-776-8605 WCMS 229-776-8620, WCHS 229-776-8625
Intervention Prevention Services, Inc. (Youth/Adult prevention and development service company)	128 First Street Suite #226 Tifton, GA 31794 229-386-2100
Mental Health Services	Dougherty County Mental Health Services 601 W. 11 th Ave. Albany, GA 31701 229-430-4140
Network of Trust	WCHS Guidance Counselors
Pathways to Hope Counseling Service	1341 W. Hill Avenue Valdosta, GA 31601 229-249-7730
Response to Interventions	WCPS 229-776-8660, WCES 229-776-8605 WCMS 229-776-8620, WCHS 229-776-8625
School Resource Officers	WCMS & WCHS; also available at other schools for specific programs
School Social Worker	Worth County Board of Education Sylvester, GA 31791 229-776-8600
Student Support Teams (all schools)	All schools; see guidance counselor
Title I Parent Coordinators	WCPS 229-776-8660, WCES 229-776-8605 WCMS 229-776-8620, WCHS 229-776-8625
Worth County Health Department	1012 West Franklin Street Sylvester, GA 229-777-2150
Other - Professional agencies that parents may select	

Below is information regarding clubs and organizations at the respective schools. Parents or legal guardians may decline permission for his or her student to participate in a club or organization designated by him or her.

WORTH COUNTY HIGH SCHOOL CLUBS

<p>1. <u>BETA</u> – This organization promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages to students. Activities include community and school service projects and leadership skills activities. Advisor: Melissa Souter & Darrin Potts.</p>
<p>2. <u>Chick-Fil-A Leadership</u>- This leadership club is sponsored by Chick-Fil-A. Any student aspiring to be a community leader needs to become a part of this organization! Chick-Fil-A has made it a priority to endorse high school students to use their talents to benefit all of society. Any student interested in learning the qualities of a leader will be greatly impressed by the training. Advisors: TBD</p>
<p>3. <u>Debate Club</u>- This is a club where students can get together and practice arguing over set topics. This is a fun way for students to develop verbal skills and public speaking. Our club will provide students with a structured setting to discuss and debate current events and various pre-selected topics. Advisor: Carlos Pena</p>
<p>4. <u>Drama</u>- This student organization exposes students to aspects of the theatrical performing arts. It will provide students with opportunities for leadership, behind the scenes knowledge of the theatre production and acting. Activities include Region 1-AAAA One-Act competition participation and Region 1-AAA Literary Meet participation in Dramatic Interpretation, community and school projects, and student-lead productions. All students grade 9-12 are eligible for membership. A small club fee will cover student projects and other club expenses. Club leadership will be chosen; President, Vice President, and Secretary. Other activities are subject to student tryouts and volunteer participation. Advisor: TBD</p>
<p>5. <u>Family, Career & Community Leaders of America</u> – FCCLA is a co-curricular program that promotes Family Consumer Science Education. Activities include related contests, conferences, community and school projects, and leadership skills training. Advisor: Sonya Broome</p>
<p>6. <u>Fellowship of Christian Athletes</u> – This is an interdenominational organization that focuses on serving local communities by equipping, empowering, and encouraging people to make a difference for Christ. Activities include community and school service projects, competitions, and leadership skills development through sports. Advisor: TBD</p>
<p>7. <u>FFA</u> – Formerly known as Future Farmers of America, this co-curricular program promotes Ag Education. Activities include related contests, conferences, community and school projects, and leadership skills training. Advisors: Taylor Gray and Alexis Rineair</p>
<p>8. <u>Future Business Leaders of America</u> – FBLA is a co-curricular program that promotes Business Education. Activities include related contests, conferences, community and school projects, and leadership skills activities. Advisors: Mandi Smith</p>
<p>9. <u>Health Occupations Student Association</u> – HOSA is a co-curricular program that promotes Health Care Science Technology. Activities include related contests, conferences, community and school projects, and leadership skills training. Advisor: Amber Mann</p>
<p>10. <u>Key Club</u>- Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership skills. Advisor: Jim Houston.</p>

<p>11. STEM Robotics Club – The aims of this club shall be to increase our knowledge of STEM, to learn to perfect our skills in science, to service our community using science, and understand the importance of science and STEM in our lives. Students will work together to create a robot to compete in local and state events. Advisor: Michelle Smith</p>
<p>12. Spanish Club-The Spanish club promotes the importance of Spanish in our society. The club routinely meets routinely to examine ways to spread the excitement of being part of a Spanish program at WCHS. Advisor: Jean Jacques Altouvas.</p>
<p>13. Spirit Club- The Spirit Club brings the excitement and spirit to our students and staff. Their #1 goal is to motivate our students to show RAM pride! Any interested students should be ready and willing to acknowledge all Ram achievements. Advisor: Shannon Stalvey and Porshia Rockwell</p>
<p>14. Student Council – This organization promotes leadership; positive interaction among students, parents and school administration; and promotes school pride and spirit. Activities include community and school projects and leadership skills activities. Advisors: Jim Houston and Teresa Robison</p>
<p>15. Skills USA – This co-curricular organization promotes Trade and Industrial Education. Activities include Trade and Industry related contests, conferences, community and school projects, and leadership skills activities. Advisors: Sabrina Zupko</p>

Note: The clubs on this list are subject to change without notice per administration.

NEW CLUB REQUESTS

Requests for new clubs should be presented to the Principal of the school by April 1st of each year for the club to begin the following school-year. For clubs to be considered, the following information will be needed: Club name, club purpose, target participants, how the club serves the school, how club activities will be financed, and club sponsor. Proposed clubs without a sponsor will not be considered. Approval for new clubs will originate at the school level and become fully granted only after the Board of Education adopts the club as part of the annual student handbook.

PARENTAL OPT-OUT OF CLUB PARTICIPATION



Student Name: _____

School: _____

I hereby acknowledge receipt of information regarding student clubs that are scheduled to be operational at the school during the current school year. I understand that if a club for which information has not been provided is started after this information is distributed, I will be provided the club information at that time and my written permission will be required prior to my student's participation.

I wish to withhold permission for my child to participate in the student club(s) listed below:

Parent/Guardian

Name: _____

(please print)

Parent/Guardian Signature

Date