

WAYNE COUNTY SCHOOL SYSTEM  
PARENT-STUDENT MIDDLE SCHOOL HANDBOOK  
2023-2024



Our Mission: Empowering ALL to reach their highest potential through growth and service.

<http://www.wayne.k12.ga.us> - School District Website

**WAYNE COUNTY SCHOOL SYSTEMS’  
MIDDLE SCHOOLS  
2023-2024  
GRADES 6-8**

**ARTHUR WILLIAMS MIDDLE**

Mr. Michael Ward, Principal  
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Jesup, GA 31546  
(912) 427-1025

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Jesup, GA 31545  
(912) 427-1061

**FOREWORD**

This handbook was developed to give students and parents an understanding of the general requirements which must be followed by students. It does not, however, contain all of the rules and regulations which apply to specific areas of concern. Students are responsible for becoming familiar with the contents of this handbook in order that he/she may work in the most efficient manner and make his/her school year a happy and worthwhile experience.

**WAYNE COUNTY BOARD OF EDUCATION MEMBERS**

District 1, Joe McPipkin, Chairman  
District 2, Bruce Harris, Vice Chairman  
District 3, Todd Wise  
District 4, Sheron Daniel  
District 5, Tina Moseley

Regular meetings of the Wayne County Board of Education are held each month usually on the fourth Tuesday at 6:00 p.m. at the Tech Center at 1335 W. Orange Street. Work Sessions with the Board are generally the second Tuesday of the month at the Tech Center. Called meetings are held on an announced basis as necessary. All meetings of the Wayne County Board of Education are open to the public except those sections of the meeting dealing with personnel, lawyer/client relations, or the future acquisition of real estate.

**WAYNE COUNTY SCHOOL SYSTEM  
CENTRAL OFFICE  
710 West Pine Street  
Jesup, GA 31545  
(912) 427-1000**

Superintendent Sean Kelly, Ed.D is the Chief Administrative Officer of the Wayne County School System.

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**WELCOME**

Welcome to the Wayne County Middle Schools! Becoming a middle school student can be one of the most exciting, yet uncertain, times in a student’s life. Whether you are a sixth grade student new to the middle school, a seventh grade student comfortable with the routine, or an eighth grade student looking forward to high school, we hope your education at Arthur Williams Middle School or Martha Puckett Middle School is profitable and prepares you for the challenges you may face later in life.

**ALTERNATIVE EDUCATION PROGRAM**

When discipline alternatives have been exhausted or when it is determined that a separate setting for education services is desirable, the student may be referred to an alternative education program offered by the Wayne County School System.

**Alternative School Dress Code**

Students assigned to alternative school must wear:

- a solid Polo-style shirt or school logo apparel
- khaki or black pants or shorts
- a belt if pants or shorts have belt loops

Shirts must be tucked at all times and pants/shorts worn at the natural waistline.

*Any other questionable attire will be handled on an individual basis at the discretion of the school administration. The school administration may adjust this policy at any time during the school year to address new or potential problems that may arise regarding standards of dress.*

**Alternative School Behavior Contract**

Students assigned to alternative school may be placed on a behavior contract. Any violation of the contract may result in a tribunal hearing for the purpose of recommending expulsion from school. In addition, suspension and/or expulsion may occur for any of the following:

- Two or more minor disciplinary referrals

- One or more major disciplinary referrals
- Threatening a student or adult in an insulting, offensive, or provoking manner
- Making physical contact with a student or adult in an insulting, offensive, or provoking manner
- Physically harming a student or adult

### **Alternative School Exit Criteria**

Students who successfully meet the criteria below may be eligible to exit alternative school and return to the regular school setting at the end of their prescribed term:

- Students must pass their classes.
- Students must not have excessive absences and/or tardies
- Students must not have major discipline problems.

Students who do not meet these criteria may be subject to another semester or year in alternative school.

Students who exit alternative school may be placed on a behavior contract, and upon violation, may be subject to placement back in alternative school.

### **Alternative School students and Extracurricular Activities**

Students assigned to alternative school MAY NOT PARTICIPATE IN or ATTEND any extracurricular activities sponsored by the Wayne County School System. This includes, but is not limited to, middle school and high school sporting events at home or at other locations.

### **ATTENDANCE**

O.C.G.A 20-2-690.1: “Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.”

### **Excused absences**

A student must give his/her homeroom/first period teacher a written excuse stating the date and reason for the absence signed by his/her parent or guardian. **All excuses must be submitted within three (3) days after the student returns to school following an absence to be considered for validation as an excused day. Any excuses submitted after the three (3) day period will be received by the school, but will not be changed to excused.** The school principal has the authority to determine if an absence is excused or unexcused. School principals may require specific and/or additional documentation to justify an absence as excused. Schools will establish procedures for maintaining accurate attendance records and excuses/documentation for the school year.

Students who attend school until 11:30a.m. are counted present for the entire school day, however, the student is counted absent for the classes that are unattended.

Georgia law allows a student to be excused from school for the following reasons:

- Personal illness or when attendance in school endangers a student’s health or the health of others.
- A serious illness or death in a student’s immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- The observance of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent’s deployment or during the parent’s leave.
- The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

**Attendance Protocol:**

<b>Absence Threshold</b>	<b>Protocol</b>
1 <b>ABSENCE</b>	School will use electronic communication system to notify guardian
3 <b>ABSENCES</b>	Teacher will make a parent contact
5 <b>UNEXCUSED</b> absences	Truancy Officer will make contact with guardian
9 <b>UNEXCUSED</b> absences	Truancy Officer will hold parent conference and may implement attendance contract
12 <b>UNEXCUSED</b> absences	Truancy Officer may file a juvenile complaint and/or coordinate a warrant

**Impact of absences**

Data indicates that missing more than five days of school each year, regardless of the cause, begins to impact student academic performance and starts shaping attitudes about school. Chronically truant students are not the only students negatively impacted by absences. For students in the 6th grade through the 9th grade, student attendance is a better predictor of dropping out of school than test scores. This predictor is not limited to chronically truant students. Excused absences and unexcused absences have similar impact on student academic performance. Therefore, excessive absences may result in a referral to the promotion/retention committee. It is vital that students be at school for the entire school day unless they are ill.

### **Make-up Work**

Students shall have three days upon returning to school to coordinate with their teachers in order to make-up their work for excused absences. The teacher will determine a sufficient time period for when students must turn in missed work for credit, once properly coordinated within the three day period.

### **Tardies**

Students are considered tardy if they are not present in the classroom at 7:50 a.m. Tardy students who arrive after the tardy bell rings must report to the front office to obtain a tardy slip. A written explanation from a parent/guardian is necessary.

### **Truant**

Any child subject to compulsory attendance who during the calendar year has more than five days of unexcused absences.

Attendance problems such as truancy, excessive tardiness without a legal excuse, and/or checking out of school early without a legal excuse will result in disciplinary action by the school including, but not limited to the following:

- In-school Suspension;
- Declaring a student ineligible to participate in extracurricular activities;
- Referral of students age six (6) sixteen (16) to Juvenile Court for truancy and/or as an unruly youth;
- Referral of the parent/guardian to State Court for Failure to Comply with the Compulsory Attendance provisions of the Official Code of Georgia Annotated (O.C.G.A.).
- Referral of the parent/guardian to the Department of Family and Children Services for suspicion or indications of abuse/neglect.

### **Truancy Officers**

Mr. Booker Wilson and Mr. John Mason, 710 W. Pine Street, Jesup, GA 31545 have been hired to enforce the system-wide attendance policy. Mr. Wilson and Mr. Mason will be making a variety of contacts such as telephone calls, letters, home visits, court referrals, etc. Their overall goal is to increase student attendance.

Booker Wilson (912) 427-1000 Ext. 218

John Mason (912) 427-1000 Ext. 237

### **Driver's License**

The school will have to certify on a **Certificate of School Enrollment** form that a student is enrolled in and not under expulsion from a public or private school in order to be eligible for a driver's license or learner's permit.

For summer birthdays (June, July and August-before school starts), a student should request the form before the last date of school, and the form will be valid until school begins in August.

### **BEHAVIOR RESULTING IN FELONY CHARGE (On or Off Campus)**

If a student is involved in an incident which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school and which disrupts the educational process, the student will be placed in an alternative setting.

### **CHILD ABUSE AND NEGLECT**

As mandated reporters, Georgia educators are required by law to report suspected child abuse and neglect to the appropriate authorities. Specified neglect or abuse may be in the form of physical injury, neglect, exploitation, or sexual assault. Educators making such reports are acting in good faith, in compliance with the law, and in the interest of the child. The Department of Family and Children Services is designated in state policy as the investigating agency. Educators who report suspected cases of abuse or neglect have fulfilled their responsibility once the report is made to the designee in their school.

### **CLUBS**

Clubs vary at each school. Students are encouraged to investigate the clubs at the school and take advantage of opportunities that are of interest to them. Participating in clubs is a privilege. Students can be removed from clubs based on attendance and behavior.

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. Parents and students will be provided a list of school sponsored clubs that will be in operation during this school year at the beginning of the school year. The information will include the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization (Please see "Opt-Out Notification" form at the end of handbook). If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

#### **Beta Club**

The Beta Club is an academic and leadership club. Its purposes are to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship.



### **Fellowship of Christian Athletes (FCA)**

The Mission Statement of the Fellowship of Christian Athletes is: To present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, and serving Him in their relationships and in the fellowship of the Church. Activities may include: Operation Christmas Child, Hurricane Disaster Relief, Special Education Field Day, Relay for Life, and sponsoring students for FCA Leadership and Sports Camps.

### **Harry Potter Club**

The club is named The Deathly Southern Hallows which focuses on reading and discussion of the Harry Potter literary series, community service and friendship. Currently, the club is open to AWMS students in 7<sup>th</sup> and 8<sup>th</sup> grades but is expected to expand to 6<sup>th</sup> graders in the future.

### **Media Club**

Students work in small groups to use various types of technology to create tutorials for their peers in all academic subjects.

### **Student Council**

The Student Council is composed of students representing the total student body. The Council promotes leadership and citizenship, and renders service in general to the entire school program. Members of the student body are encouraged to participate through their Student Council class representatives to improve the total program at our school.

### **4-H**

4-H Club is an education program for all boys and girls with an emphasis on farming, home economics, and community activities. These activities are conducted through the social studies classes.

### **SySTEMix**

This is our STEAM club that allows students to explore concepts in Science, Technology, Engineering, Art, and Math. STEAM became SySTEMix upon receiving grant funds from Rayonier. The grant allowed for materials to be purchased for student use as well as transportation for field trips. Wayne County industries graciously allowed students to tour their facilities and to see real world demonstrations of how science, technology, engineering, art, and math are used daily to make our world more efficient, safer, healthier, and innovative.

### **CORPORAL PUNISHMENT**

Teachers and principals have the authority and responsibility to take reasonable measures to maintain control and discipline of students under their care and supervision. Corporal punishment has been approved by the Wayne County Board of Education as an acceptable method of punishment. Administrators administering corporal punishment are required to follow the procedure prescribed in Board Policy. **State law stipulates that a parent or legal guardian who opposes corporal punishment for his/her child must, upon the day of enrollment of the student, file with the principal of the school a statement from a medical doctor licensed in Georgia stating that corporal punishment is detrimental to the child's mental or emotional stability.** However, in an effort to work cooperatively with parents, the school system allows a

parent to provide a personal written statement **each year** to the principal of the school requesting that corporal punishment not be used with his/her child so that a statement from a doctor is not necessary.

## **COURSES TAKEN IN MIDDLE SCHOOL**

### **For High School Credit**

Students in Wayne County School System middle schools are eligible to receive high school credit (Carnegie units) for approved high school courses. These courses appear on the high school transcript (under the appropriate middle school heading) to show the earned high school credit. ***However, the grade earned on these courses in middle school will NOT be calculated into the high school grade point average.*** High school grade point average will be calculated only on courses taken once the student begins matriculating at Wayne County High School.

### **Georgia Virtual School**

Students are only allowed to withdraw from any Georgia Virtual School course within 10 school days of the first date of class access. The Georgia Virtual School facilitator must approve the withdrawal from the course before the student is withdrawn.

During the summer semester, because of the compacted nature of Georgia Virtual School courses, students are only allowed to withdraw from a course within 72 hours of the first date of class access. The Wayne County School System does not pay the cost of taking Georgia Virtual School courses during the summer.

## **CRISIS HELPLINES**

The following list contains a few resources available if you're thinking about suicide, are worried about a friend or loved one, or would like emotional support.

### **Reporting Child Abuse**

Reports are taken 24 hours a day, 7 days a week by calling 1-855-GACHILD / 1-855-422-4453

National Child Abuse Hotline 1-800-422-4453

### **Mental Health Services**

Georgia Crisis and Access Line (GCAL)

For immediate access to routine or crisis services, please call the Georgia Crisis and Access Line (GCAL) at 1-800-715-4225. GCAL is available 24 hours a day, 7 days a week and 365 days a year to help you or someone you care for in a crisis. GCAL professionals will:

- Provide telephonic crisis intervention services
- Dispatch mobile crisis teams
- Assist individuals in finding an open crisis or detox bed across the State
- Link individuals with urgent appointment services

In addition, GCAL will help you to access a State Funded provider in your area in a non-emergency as well.

A nationally accredited Health Care Call Center, crisis center, and partner in the National Suicide Prevention Lifeline, the Behavioral Health Link Crisis call Center is proud to operate the Georgia Crisis and Access Line.

### **Suicide Prevention Lifeline**

SPL can help prevent suicide. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

1-800-273 8255

Crisis intervention services through text messaging

Suicide Prevention Text ANSWER to 839863

### **STOPit**

**STOPit** is an online reporting tool designed to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors. The **STOPit** app consists of an app available to students via cell phones or email and a back-end incident management system for school administrators. Our students will have access to the STOPit mobile app via a school specific access code. Students may obtain the access code from the school counselor or administration. Please be aware there may be a delay before your school receives your message via the STOPit app. If your concern is an emergency then please call 911.

### **DISCIPLINE: STUDENT CODE OF CONDUCT**

The 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 handbook and Code of Conduct. The code of conduct serves as a guide for school administrators dealing with discipline offenses. It is not intended to be an exhaustive list of every possible offense. Furthermore, not every possible offense can be defined. The principal of the school and their designee has the authority to make disciplinary and other decisions based on the best interests of the students and the school.

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

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

Also, students may be disciplined for conduct off campus under any of the following circumstances:

- conduct could result in the student being criminally charged with a felony;
- conduct makes the student's continued presence at school a potential danger to persons or property at school:

- conduct will disrupt the school’s educational process;
- conduct has a direct and immediate effect on the discipline or general welfare of the school.

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.

As required by the Georgia General Assembly, parents and guardians are 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.

### **Standards of Behavior**

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students. The standards are designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board, and to obey student behavior rules established at each school within this school district.

Each student is expected to:

- Demonstrate courtesy with all individuals regardless of circumstances, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes regularly and on time;
- Prepare for each class by taking appropriate materials and assignments;
- Meet the school standard of grooming and dress;
- Respect the rights and privileges of other students, teachers, and other employees of Wayne County Schools;
- Respect the property of others, including Wayne County Schools’ property and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Code of Student Conduct.

### **Disciplinary Procedures**

The disciplinary procedures outlined in this behavior code are clearly stated to insure that all students are aware of unacceptable behavior that is in violation of school district policies and the consequences of such policy violations.

### **Definition of Terms (The level of discipline imposed shall be based on the severity of the offense.)**

**Academic Dishonesty-** Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

Level 1- Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments.

Level 2- Intentional plagiarism or cheating on a minor classroom assignment or project.

Level 3- Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery).

**Alcohol-** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action.

Level 1- Unintentional possession of alcohol.

Level 2- Under the influence of alcohol without possession.

Level 3- Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol.

**Arson-** Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)

Level 1- N/A

Level 2- Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks.

Level 3- Intentional damage as a result of arson related activity or the use of an incendiary device.

**Attendance Related-** Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

Level 1- Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

Level 2- N/A

Level 3- N/A

**Battery-** Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)

Level 1- Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries.

Level 2- Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries.

Level 3- Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Physical attack on teachers should be reported as Violence Against a Teacher. Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.

**Breaking & Entering – Burglary-** Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).

Level 1- N/A

Level 2- N/A

Level 3- Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

**Bullying-** Behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.

Level 1- First Offense of bullying as defined in Georgia Code Section 20-2-751.4

Level 2- Second incident of bullying as defined in Georgia Code Section 20-2-751.4

Level 3- Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.

Reports of bullying should be made to an administrator or counselor within the school. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented, and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

**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.

**Computer Trespass-** Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Level 1- N/A

Level 2- Unauthorized use of school computers for anything other than instructional purposes.

Level 3- Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.

**Corporal Punishment-** Physical punishment of a student by a school administrator in the presence of another certified employee.

**Detention-** A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

**Disciplinary Tribunal-** School officials appointed by the Board of Education to sit as fact finders and judges with respect to student disciplinary matters.

**Disorderly Conduct-** Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on

school buses).

Level 1- Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.

Level 2- Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action.

Level 3- Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year.

**Dress Code Violation-** Violation of school dress code that includes standards for appropriate school attire.

Level 1- Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.

Level 2- Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.

Level 3- Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.

**Drugs-** any substance recognized in the official pharmacopoeia or formulary of the nation; any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or other animals; any article, other than food, intended to affect the structure or any function of the body of humans or other animals; any substance intended for use as a component of such a drug, but not a device or a part of a device; or a habit-forming medicinal or illicit substance. The term “drug” does not include prescriptions issued legally to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Substances used, possessed, or sold in violation of stated board policy and/or product use recommendation will be considered a drug under this definition. Caffeine pills as well as energy drinks are considered drugs.

**Drugs, Except Alcohol and Tobacco-** Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.



Level 1- Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs.

Level 2- Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Level 3- Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics.

**Electronic Smoking Device-** Any device used to deliver nicotine, or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device.

Level 1- Unintentional possession of an electronic smoking device.

Level 2- Use or knowledgeable possession of an electronic smoking device.

Level 3- Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year.

**Expulsion-** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

**Felony Charge-**any on campus or off campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

**Fighting-** Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. Arguing and then walking away is not making every effort to avoid a fight.

Level 1- A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries

Level 2- A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries.

Level 3- A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.

**Firearms-** Firearms other than handguns, rifles, or shotguns.. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the

action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

Level 1-N/A

Level 2- N/A

Level 3- Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives

**Gang-Related-** Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3).

Level 1- N/A

Level 2- Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang.

Level 3- The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.

**Homicide-** Killing of one human being by another.

Level 1- N/A

Level 2- N/A

Level 3- Killing of a human being.

**In-School Suspension:** Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

**Kidnapping-** The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

Level 1- N/A

Level 2- N/A

Level 3- The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

**Larceny / Theft-** The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)

Level 1- The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100.

Level 2- The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250.

Level 3- The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.

**Motor Vehicle Theft-** Theft or attempted theft of any motor vehicle.

Level 1- N/A

Level 2- N/A

Level 3- Theft or attempted theft of any motor vehicle.

**Possession of Unapproved Items-** The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)

Level 1- The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous.

Level 2- The use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous.

Level 3- The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning

environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.

**Public Display of Affection-** A physical demonstration of affection for another person while in the view of others. For example, holding hands, hugging, or kissing in public are commonly called public displays of affection.

**Robbery-** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery).

Level 1- N/A

Level 2- Robbery without the use of a weapon.

Level 3- Robbery with the use of a weapon.

**Saturday Work Detail-** Saturday detention where various work tasks are assigned and completed by students.

**Serious Bodily Injury-** The term “serious bodily injury” means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Level 1- N/A

Level 2- N/A

Level 3- Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

**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 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.

Level 1- N/A

Level 2- N/A

Level 3- 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 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.

**Sexual Harassment-** Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

Level 1- Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals.

Level 2- Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals.

Level 3- Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.

**Sex Offenses-** Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

Level 1- Inappropriate sexually based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3.

Level 2- Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.

Level 3- Engaging in sexual activities on school grounds or during school activities.

**Student Incivility-** Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

Level 1- Failure to comply with instructions or the inadvertent use of inappropriate language.

Level 2- Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth.

Level 3- Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.

**Threat / Intimidation-** Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

Level 1- N/A

Level 2- Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.

Level 3- School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.

**Tobacco-** Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.

Level 1- Unintentional possession of tobacco products.

Level 2- Use of or knowledgeable possession of tobacco products.

Level 3- Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.

**Trespassing-** Entering or remaining on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

Level 1- N/A

Level 2- Entering or remaining on school grounds or facilities without authorization and with no lawful purpose.

Level 3- Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

**Tribunal-** School officials appointed by the Board of Education to sit as fact finders and judges with respect to student disciplinary matters.

**Truant (Truancy)-** Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

**Vandalism-** The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

Level 1- N/A

Level 2- Participating in the minor destruction, damage or defacement of school property or private property without permission.

Level 3- Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.

**Violence Against a Teacher-** Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

Level 1- N/A

Level 2- N/A

Level 3- Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

**Waiver-** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons – Knife-** The possession, use, or intention to use any type of knife.

Level 1- Unintentional possession of a knife or knifelike item without intent to harm or intimidate

Level 2- Intentional possession of a knife or knife-like item without intent to harm or intimidate.

Level 3- Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate.

**Weapons – Other-** The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).

Level 1- N/A

Level 2- Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm.

Level 3- Intentional possession and/or use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm.

**Weapons – Handgun-** Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun.

Level 1- N/A

Level 2- N/A

Level 3- Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm.

**Weapons – Rifle/Shotgun-** The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

Level 1- N/A

Level 2- N/A

Level 3- Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm.

#### Progressive Discipline Procedures

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

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

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

- Warning and/or Counseling with a School Administrator or Counselor
- In-School suspension
- Loss of Privileges
- Notification of Parents
- Parent Conference
- Corporal Punishment



- Detention
- Saturday Work Detail
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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. Students' vehicles brought on campus, student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

### **Student Support Processes**

Student support processes are designed to consider, as appropriate in light of the severity of the behavioral problem, support services at each school, the school district and other public entities or community organizations which may assist students to address behavior problems.

These resources include *Multi-Tiered System of Supports*, school counselors, school social worker, principal and assistant principal, chronic disciplinary problem student plans, and the Wayne County Schools Attendance Protocol.

### **Parental Involvement Processes**

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic

performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference.

Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent/guardian 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.

### **Bus Conduct**

Riding a school bus is a privilege. If a student persists in misbehaving on a school bus, it jeopardizes the safety of everyone on the bus and he/she may lose the privilege of riding the bus. The bus driver is responsible for maintaining discipline on the bus and in this capacity has the authority to assign seats and to make other reasonable demands of students. Any necessary discipline will be administered by a principal or the principal's designee. In extreme circumstances, bus drivers may deliver a misbehaving student to a school principal or to the police before finishing the route. A student is to ride the bus to which he/she is assigned and get on and off the bus at the assigned bus stop unless authorized to do otherwise by school officials. Any emergency request to ride a bus not previously assigned to the student should be requested in writing by the parent/guardian.

Bus transportation is provided as a service to eligible students attending Wayne County public schools. Failure of students to comply with regulations of this policy and policy JCDA

governing student bus conduct may result in restricted and/or terminated bus-riding privileges. The student behavior code applies to all school district transportation and at school bus stops. Many of the violations of the student behavior code will result in immediate removal from any school bus transportation.

The following are additional provisions prescribing and governing student conduct and safety rules on all school buses and at school bus stops:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players ; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; all electronic devices must be turned off during the loading/unloading of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code Section. The consequences for physical violence against a teacher, school bus driver, or other school personnel may include expulsion for the remainder of the student's eligibility to attend public schools.

A meeting of the parent or guardian of the student and appropriate school officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in a physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to the following: assigned seating, ongoing parental involvement, a suspension from riding the bus, and suspension from school. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

Other infractions of bus conduct rules include:

- Failure to remain seated;
- Eating or drinking on the bus;
- Putting any part of the body outside a window;
- Consistent tardiness to bus stop;
- Unnecessary noise;

- Loading or unloading at unassigned stops; and/or
- Refusal to sit in assigned seat.

Disciplinary actions by an administrator include, but are not limited to:

- Conference with student;
- Conference with parent/guardian;
- In-school Suspension;
- Corporal Punishment
- Suspension from the bus transportation system; or
- Suspension from School.

## **DISCRIMINATION**

The Wayne County School System shall not discriminate on the basis of race, color, national origin, sex, disability, marital status, age, creed, religion, or native language in its educational programs and activities or in the employment and admissions practices under which it operates.

### **Grievance Procedures for Discrimination**

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

The following coordinators are located at the Wayne County Board of Education, 710 W. Pine Street, Jesup, Georgia 31545; (912) 427-1000:

- Title II Coordinator of the ADA Coordinator, Jennifer Popkin
- Title IV, Title VI and Title IX Coordinator, Dr. Brian Simon
- Section 504 Coordinator, Raeghan Given
- School Nutrition Director, Dr. Rindy Trapnell

If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.

## **DRESS CODE**

School is a public institution requiring standards of dress that exceed casual attire. To this end, students are required to dress in proper clothing to reflect favorably upon the integrity and respectability of the school and the students.

### **Unacceptable**

- Any student who wears yoga pants, leggings, jeggings, tights or ANY form fitting pants that does not have a shirt or dress that is fingertip length or longer
- Pants, skirts, shorts shorter than 3 inches above the kneecap
- Clothing that does not cover the midriff, chest, and back
- Low-cut necklines or tops with sides cut out
- Skin-tight clothing
- Body piercing that causes a distraction
- Bedroom slippers, unsafe shoes, or bare feet
- Undergarments showing or worn as outerwear
- Curlers, picks, or combs in the hair
- See-through clothing, unless the clothing underneath meets dress code
- Clothing that is intended for sleepwear
- Shirts with sides cut out
- Sharp objects such as spiked rings, necklaces and bracelets
- Sagging pants
- Gloves
- Unsnapped, unbuttoned, or unfastened belts
- Tears or holes in pants or skirts above the bend of the knee(Any cut/hole/shredding that is above the knee or higher must be patched or sewn. If the cut/hole/patch/shredding is unacceptable it will be treated as a dress code violation and result in the student having to change pants. Any cut/hole/patch/shredding above the knee that draws attention to the student's buttocks or groin area is unacceptable and will be treated as a dress code violation and result in the student having to change pants.)
- Sunglasses, safety glasses, items (like jewelry) advocating violence, or chains of any types
- Any type of head covering, including but not limited to caps, hats, hoods, bandanas, sweatbands, scarves or headbands
- Clothing that displays profanity or other words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal or inappropriate activity, either expressed or implied \*Pants with one pant leg rolled up
- Any article draping out of the pants pockets or bookbag
- Shirts, towels, etc. worn around the neck

*Any other questionable attire or disruption to the learning environment will be handled on an individual basis at the discretion of the administration. The school administration may adjust this policy at any time during the school year to address new or potential problems that may arise regarding standards of dress.*

Failure to comply with directives given by school officials to immediately remedy dress code violations and maintain dress code violations will constitute insubordination.

### **Dress Code for Dance, Pageants, and Other School Events**

It is important to remember that events such as dances and pageants are school-sponsored events. Consequently, any rules that apply during the school day apply to any/all school-sponsored activities.

The administration and staff want to emphasize that these are formal events, which require formal attire if applicable. With respect to dress, appropriate attire has become a greater concern with each passing year as styles change and the trend in formal wear becomes more revealing. With this in mind, it is expected that young ladies will wear dresses that reflect modest dress code standards consistent with a school-sponsored event.

When making decisions regarding a selection of dress, it will be best to err on the side of caution, thus ensuring a positive experience for everyone on the date of the event. Parents are encouraged to participate in dress selection with the child, keeping these standards in mind.

Young men are expected to wear appropriate attire as well. Anyone attending in beach apparel, pajamas, or other such items will not be allowed to enter. Please keep these clothing suggestions in mind when buying attire for the event.

School officials will be present at these events and have discretionary authority to determine if a student's attire is inappropriate.

### **DUAL PARTICIPATION IN SPORTS/EXTRA-CURRICULAR ACTIVITIES**

Students will be allowed to participate in multiple sports/extracurricular activities if both head coaches/sponsors work out an agreement that alleviates any conflicts.

Coaches/sponsors that allow dual participation in their program for one student will be required to allow other students the same opportunity to participate in multiple programs.

Students cannot quit one sport in order to participate in another sport. If a student quits a sport during the middle of the season he/she must wait until that sport season is completed before they are allowed to participate in another sport.

## **ELECTRONIC DEVICES (For non-instructional purposes)**

The use of electronic devices are not permitted at any time during normal school hours (7:00 am – 3:10 p.m.). This includes earbuds, cell phones, electronic games, etc. Electronic devices must be turned off and secured appropriately during normal school hours. Electronic devices will be confiscated for guardian pickup. Students must report the loss of or theft of any electronic device to an administrator no later than the start of the next period class after realizing the electronic device was lost or stolen. **The school system is not responsible for the loss of, theft of, or damage to any electronic device.**

## **EMERGENCIES**

As required by law, each school will hold monthly emergency drills (tornado, fire, lockdowns, etc.) to acquaint students with the signals for such events and with the appropriate precautions and/or evacuation procedures.

Parents are required to provide the school with updated emergency contact information each time there is a change in home or work, address or phone information.

In the event of an actual tornado or bad weather alert, parents are urged to leave their children at school. Please do not come to the school to get your children. School buildings are generally among the safest in a community. Parents coming to the school to get children cause unnecessary hazard to themselves and their children by increasing the confusion on the school campus.

### **Fire Drills**

Fire drills are required by state law and should be treated with respect at each occurrence. Practicing appropriate safety and evacuation procedures may well prevent serious injury or loss of life. The school's bell system will be used to indicate that the drill is complete and that occupants may safely re-enter the building.

### **Severe Weather Drills**

Severe weather drills will be scheduled during the school year. When the alarm sounds, students will move into the halls and be seated on the floor with their backs against the wall and shield face with arms as a precaution against flying glass and debris. Do not leave the building. All windows and doors should be closed.

### **Lockdown Drills**

Lock down drills will be scheduled during the school year. Parents and visitors will not be

allowed to enter the building during a lockdown or during a lockdown drill. Wayne County Schools Emergency Operations Plan will be followed in situations involving fire, hazardous materials, natural disasters, active threats or workplace violence, civil disturbances, criminal behavior or violent behavior, suspicious packages, explosion or bomb threats, utility failure, or as deemed necessary by school administration.

## **EXTRACURRICULAR ACTIVITIES**

The following procedures will be followed regarding school supported extracurricular activities: To be eligible to participate in middle school extracurricular activities, a student must pass three (3) academic courses the previous semester. Rising 6<sup>th</sup> graders will be eligible regardless of the previous semester in elementary school.

Membership in the band, athletic teams, and cheerleading is determined by tryouts, which are regulated by the director of the activity. Information about qualifications and try-outs can be obtained from the director of the activity.

Students will not participate in activities, rehearsals, practices, and/or games on days that they are absent from school or assigned In-school-suspension (ISS) or Out-of-school Suspension (OSS).

## **FIELD TRIPS**

Attending a field trip is a privilege. A student's discipline record may be taken into consideration when determining eligibility. A student must bring signed authorization from the parent.

Students are required to follow school procedures. Field trips are an extension of the school day, and therefore, chaperones/parents shall not bring additional children with them. Students are required to ride the bus as a group to the field trip.

## **GIFTED**

A gifted-identified student, as defined by the Georgia Board of Education, is one who demonstrates a high degree of intellectual, creative, and/or artistic ability(ies); possesses exceptional leadership skills or excels in specific academic fields; and who needs special instruction and/or special ancillary services to achieve at levels commensurate with the student's abilities. Students in grades kindergarten through twelve in the Wayne County School System who demonstrate a high degree of intellectual, academic, creative, and/or artistic ability, shall be provided special services by the Program for Gifted Students.

Students currently enrolled in the Wayne County School System may be nominated for consideration in the gifted program any time during the year. These nominations may be made by teachers, parents, peers, or the students themselves. The gifted specialist at each school will be responsible for providing the documents for this nomination process. All nominations are reviewed by the school Eligibility Team twice during the school year for consideration for referral for formal evaluation. Students referred for formal evaluations will have data gathered in four assessment areas – aptitude, achievement, creativity, and motivation. Students who qualify for eligibility will begin gifted services at the beginning of the next grading period or earlier if determined appropriate by the school. Gifted students who were enrolled in a gifted program from another state will be evaluated immediately upon receipt of records. Newly



enrolled students who were in a gifted program in another Georgia school will be placed immediately upon written confirmation of eligibility.

## **HONOR ROLL**

Honor Roll indicates that the student earned an overall average of 90 or above for all academic classes for the grading period and all individual academic averages are 80 or above. Academic classes are reading/language arts, mathematics, science and social studies.

## **HOSPITAL/HOMEBOUND INSTRUCTION**

A student who has received Hospital Homebound instruction is not eligible to receive perfect attendance status for the semester services were received or for the school year that instruction was received, as a student must physically attend school every established school day and be counted present for the school day to receive perfect attendance status.

## **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) can be assigned to a student for violation of school rules or misbehavior. The decision to assign a student to In-School Suspension will be made by the Principal or Assistant Principal based on the seriousness of the offense.

Failure to follow all of the rules of the In-School Suspension program may result in Out-of-School Suspension or additional days of ISS. When misbehavior continues after repeated assignment to In-School Suspension, the student will be placed on Out-of-School Suspension or be considered for placement in an alternative education setting.

## **INTERNET ACCESS**

The Wayne County School System provides Internet access to every student enrolled in the system. The school system has an Internet/Computer Acceptable Use Policy that sets forth the guidelines for the use of computers, networks, and the Internet within the system. This policy is discussed with the students at the beginning of the school year. The school system provides a content filter to prevent users from accessing objectionable sites, although students are informed that such electronic filters are not always completely effective.

### **Internet Safety/Computer Acceptable Use Rules**

1. The network in the Wayne County School System is provided to students and staff for educational and research purposes. Students are not allowed to use chat lines, play computer games, or engage in commercial activities (buying, selling, and advertising) over the network.
2. The Wayne County School System is not responsible for any delays, non- or mis-delivery of email, or any loss of data as a result of using the Internet.
3. The use of the network is a privilege. Any user identified as a security risk or having a history of problems with the use of computer systems will have his/her computer access severely limited and will be disciplined by an administrator.

4. The school system has no responsibility for the accuracy or quality of information obtained through the Internet. The Internet is unregulated and all of the information found on the Internet has not been verified for accuracy. Each user must exercise critical thinking skills when using Internet resources as source material for schoolwork. The school system will not be held responsible for the accuracy or quality of the information obtained from the Internet.
5. Electronic mail (e-mail) and network usage is not private. Messages relating to or in support of illegal activities will be reported to the authorities. Students are cautioned not to include anything in a message that they would not want made public.
6. Each user is expected to abide by the generally accepted rules of network etiquette. These include being polite, using appropriate language (no profanity, obscenity or vulgarity), and not disrupting network use by other users.
7. Students should not reveal any personal information (description, telephone numbers, address, etc.) about themselves or other students over the Internet. They should not contact anyone they have met using Internet resources, without the knowledge and permission of their parents.
8. Loading software and/or files onto a school computer or network by a student without the permission of the school network supervisor is prohibited.
9. Students should not access sites or send material over the network that contains obscene, abusive, threatening, or illegal material. Users should not deliberately use the computer to annoy or harass others with language, images or threats.
10. A filter is in place to eliminate objectionable sites. If a student discovers inappropriate material during a routine search that was not recognized by the filter, he/she should notify the teacher immediately. Students should not attempt to bypass blocks on sites deemed objectionable by the school system.
11. The principal of each school will authorize all web pages that represent the school. Students may design and publish web pages through the school network as part of classroom instructional activities. These pages may be published through the school Intranet or on password-protected pages on the Internet.
12. Students may not check their email when it interferes with instructional time.
13. Vandalism of hardware will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school's equipment or materials, data, and/or the computer/Internet network. Vandalism includes, but is not limited to, removing components, placing foreign objects into hardware, and removing or altering placement of keyboard keys.
14. Vandalism of software will also result in disciplinary action. Software vandalism includes, but is not limited to, deliberate production or introduction of computer viruses, modifying passwords, tampering with the Internet filtering software, using passwords and logins not assigned to you, accessing and/or modifying information to which the user has not been given appropriate authorization.
15. Student vandals will be required to compensate the school or school system for any expenses or costs incurred relating to or arising out of such vandalism.
16. If the student identifies or perceives a security problem (for example, accessing files that should not be available), the student should immediately notify the principal, his/her designee or other appropriate staff. The student must not demonstrate the problem to other students.
17. All computer users in the Wayne County School System must adhere to the copyright law regarding copying and installing computer programs. The law states that it is illegal to make or distribute copies of copyrighted software without authorization.

18. Any attempt—successful or unsuccessful—to bypass, modify, or subvert the school system’s monitoring software on any device is considered a breach of school policy.
19. Tampering with, modifying, or destroying any school-owned device is prohibited. Parents will be charged for the cost of repair or replacement when a school-owned device is tampered with, modified, or destroyed by their child.

## **LEGAL SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, locker, or student automobile under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

This policy applies to all full, part-time, and visiting students at Wayne County schools.

Any student who refuses to submit to a legal search will be suspended from school pending further investigation that may lead to appropriate disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Whenever reasonable suspicion exists that the student possesses unauthorized materials, contraband drugs, or other items harmful to the safety and welfare of the school community, the designated school official of the same sex as the student and only in the presence of a certificated school employee of the same sex as the student, or in the presence of an adult who is the same sex as the student, and who is designated by the School Administrator or his/her superior, may conduct, in private, a pat down of the student suspected of possessing the harmful item. If a school official has reasonable suspicion to believe that a particular student has on his or her person an item imminently dangerous to the student or others (for example: an explosive, a knife, a gun or other weapon of similar import, or a substance that can penetrate the skin and cause serious immediate harm to the student), a more intrusive search of the student's person may be conducted. To justify a search of a student's person without the student's consent, the school officials must reasonably perceive that certain and immediate and extreme harm will result unless such search is conducted without delay. Such a search may only be conducted in private by the designated school official of the same sex as the student and only in the presence of a certificated school employee of the same sex as the student, or in the presence of an adult who is the same sex as the student and who is designated by the School Administrator or his/her superior. Such a search may only be conducted with the prior approval of the School Administrator or one of his/her superiors, unless the health or safety of students or school

employees is in immediate and serious jeopardy and will be significantly endangered by the delay which might be caused by following the procedures.

## **MEDIA CENTER**

The Media Center will remain open for individual students and groups of students during the entire school day as determined by school administration. Books may be checked out for a period of two weeks.

## **MOMENT OF SILENCE**

Georgia law requires a brief period of quiet reflection each day for students and staff. Students should stand or sit quietly and respectfully during this time even if not participating. Parents whose religious convictions oppose such a tribute are requested to inform the principal of the child's school.

## **NONDISCRIMINATION NOTICE (GENDER EQUITY IN SPORTS)**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C. G. A. 20-2-315). Students are hereby notified that the Wayne County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Dr. Brian Simon, *710 W. Pine Street, Jesup, Georgia. The office phone number is (912) 427-1000 extension 350.* Inquiries or complaints concerning the sports equity in this school system may be submitted to the sports equity coordinator.

## **Notice to parents/guardians and eligible students of rights under family educational rights and privacy act (FERPA) and protection of pupil rights amendment (PPRA)**

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

(2) The right to 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, parents or eligible students should write to 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 parents 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) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that 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 (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant or therapist); a contractor consultant, volunteer, or other party to whom the school district has outsourced services; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks.

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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation, or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name, address, phone number;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

Unless you, as 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, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You 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 you wish to exercise this right, you must notify the

principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

(5) You 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 you, as a parent/guardian, object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

### **Student data privacy complaints**

It is the policy of the Board of Education that the School District (“District”) shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Any parent or eligible student (“Complainant”) may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District.

Complaints shall be handled in accordance with the following procedures.

The Chief Privacy Officer for the Wayne County School System is *Dr. Reggie Burgess*; 912-427-1000; [rburgess@wayne.k12.ga.us](mailto:rburgess@wayne.k12.ga.us)

1. Upon the receipt of a request from a Complainant, the Chief Privacy Officer shall provide within 3 business days a complaint form, which may also be made available on the District's website.
2. A written response shall be provided to the Complainant within 10 business days of the Chief Privacy Officer's receipt of the completed complaint form.
3. The Complainant may file an appeal with the Superintendent within 10 business days of receipt of the Chief Privacy Officer's response.
4. The Superintendent shall provide a written response to the Complainant within 10 business days of receipt of the appeal.
5. The Complainant may file an appeal to the Board of Education within 10 business days of receipt of the Superintendent's response.
6. The Board of Education shall render a final decision within 10 business days of receipt of an appeal.

## **OUT-OF-SCHOOL SUSPENSION**

A student suspended from school has the following restriction: the student will not participate in any school sponsored activity including extracurricular events during the suspension. Participation may resume on the day following the completion of the suspension.

## **PARENTS' RIGHT TO KNOW**

In compliance with the requirements of the Every Students Succeeds Act, Wayne County Schools 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
- is teaching in the field of discipline of the certification of the teacher.
- 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 the principal of your child's school.



## **PLEDGE OF ALLEGIANCE**

Georgia law requires that schools provide each student an opportunity to participate each day in the Pledge of Allegiance. Students should sit or stand quietly and respectfully during this time, if not participating. Parents whose religious convictions oppose such a tribute are requested to inform the principal of the child's school.

## **PROMOTION/PLACEMENT/RETENTION (Policies IHE)**

The Wayne County Board of Education has established promotion, placement, and retention criteria based on attendance, grades, and state regulations (Policy IHE). The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones Assessment but does not meet local promotion standards and criteria.

In grade 8, the Georgia Milestones Assessment informs local district promotion/retention decisions in the areas of reading and mathematics. Students who score below grade level in reading on the language arts portion of the test and students who score at the beginning level on the mathematics portion of the test will be offered remediation and have the opportunity to re-test.

The school principal or designee may refer a student who does not meet local or state promotion standards to a promotion/retention committee.

## **PUBLICATION OF STUDENT INFORMATION**

The Wayne County School System routinely publicizes school activities and the individual student achievements in the newspaper, television, and radio. Some student work is selected for participation in contests on the system, district, state, and national levels. Also, it is the practice of the individual schools to take student pictures each year for school yearbooks and for parent purchase.

The system and school will also publish school activities on web pages on the Internet. Our Internet policy is that we use individual pictures and names of students only on password protected pages that are not accessible by the public. However, a student might appear in a group photograph used in one of the public web pages.

If a parent or guardian does not want his/her child's picture, name, or work to be publicized in this manner, the parent or guardian of the child must notify the school of this decision. Parents or guardians who do not notify the schools in writing are allowing student publicity to take place within the guidelines established by the Wayne County School System and thereby release the Wayne County School System from any liability resulting from or connected with the publication of such work and information. Parents should contact the schools for more information.

An opt out form is located in the back of the handbook.

## RESTRAINT AND SECLUSION

The Board of Education requires that all schools and programs within the district comply with State Board of Education Rule 160-5-1.35 concerning “seclusion” and “restraint”, as those terms are defined within the rule.

The Board of Education policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the district that use physical restraint as defined within the SBOE rule, written procedures (available at each school) governing its use shall include the following provisions:

1. Staff and faculty training on the use of physical restraint;
2. Written parental notification within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used to restrain a student;
3. Procedures for observing and monitoring the use of physical restraint; and
4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

## SCHOOL HEALTH SERVICES

Optimal learning requires good health. School health services supplement rather than replace parental responsibility. Our school health program is designed to assist parents/guardians in devoting attention to child health, to discover health problems early, and to encourage use of the services of their physician, dentist, and community health agencies when needed. The school nurse is a resource for health related issues and for health education.

School Health Information may be accessed at [www.wayne.k12.ga.us](http://www.wayne.k12.ga.us) in the school health section or by contacting your school nurse. By working together, we can strive to ensure the health and well being of all children so that they can gain the most from their experience at school.

ALL students should have a [Wayne County School Student Health Services Form](#) completed by parents on file in the school's clinic.

### **Student Illness**

- Students with a *contagious illness or infection* must stay home so they will not expose others. If your child is home with a communicable illness, please contact the school nurse.

- Children should be *fever* free (temperature below 100.4 degree) for **24 hours** without fever reducing medication before returning to school.
- Children who have had an illness with *vomiting* and/or *diarrhea* should not return to school until these symptoms have subsided for **24 hours**.
- If you find *head lice* in your child's hair, please notify the school nurse. Do not send your child to school with head lice. The school nurse can advise you how to treat appropriately before returning to school. Upon return to school, your child must be cleared by the school nurse (free of LICE) before returning to class.
- A child with *chickenpox* may return to school when all of the lesions have scabbed (usually 5-7 days).
- *Impetigo, ringworm, shingles, scabies* and *staph infections* must be under treatment to return to school. In some cases, lesions may have to be covered.
- A child with *bacterial Pink Eye* (thick drainage and redness of the whites of the eyes throughout) may return to school after **24 hours** of physician prescribed treatment.
- Professional health standards will be used to determine school management of conditions that may present a health issue for other students and staff.

### **Injury**

Accidents requiring minor first aid are handled by the school designee. In the event of a major accident or serious illness the school will make every effort to contact the parent/guardian, as listed in our records. The Emergency Medical Services will be activated in the event of a medical emergency. The EMS will determine if transport to the local hospital is indicated.

### **SCHOOL NUTRITION PROGRAM**

The Wayne County School Food Service Program offers balanced and nutritious breakfast and lunch meals each day. A written excuse from the doctor must be given to the school nurse alerting personnel about food allergies.

Faculty, staff, and students are encouraged to deposit money into their meal accounts. Money deposited on the account will be carried over to the next school year. Prepayments may now be made online by <https://family.titank12.com/MBJ6X6> credit or debit card. You will need your child's lunch number to set up an account.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at

(800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

fax: (202) 690-7442; or

email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Check Policy**

After the School Nutrition Department has received two (2) checks for payment of meals and they are returned due to insufficient funds, all purchases thereafter will be on a cash only basis for the remainder of that school year. Parents/guardians and the school will be given written notification when affected by this policy.

### **Community Eligibility Provision (CEP)**

All Wayne County Schools are participating in the Community Eligibility Provision (CEP). Through CEP, all schools may offer meals at no charge to all students. This eliminates the procedure of distributing and processing meal applications.

#### **Breakfast & Lunch Prices for Adults Only**

<b>Adult Breakfast</b>	<b>Adult Lunch</b>
<b>\$1.75</b>	<b>\$4.00</b>

## **SECTION 504 PROCEDURAL SAFEGUARDS**

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 grievance 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 ([www.wayne.k12.ga.us](http://www.wayne.k12.ga.us)) or may be picked up at the central office or at any of the school offices.

## **SEXUAL HARASSMENT**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature. It shall be a violation of this policy for students to harass other students or any school employees through conduct or communications of a sexual nature.

### **Grievance Procedure for Sexual Harassment**

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint (see Grievance Procedure for Discrimination for details) or otherwise reporting sexual harassment will not reflect upon the individual’s status nor will it affect future employment, grades, or job assignments. Such persons receiving complaints regarding sexual harassment will notify, in an expedient manner, the *Title IX Coordinator* at the Wayne County Board of Education.

## **SPECIAL NEEDS SCHOLARSHIP (SENATE BILL 10)**

As the parent of a student who receives special education in our school system, parents have the option to exercise public and private school choice. This choice is provided under state law SB10 passed by the Georgia State Legislature in 2007. Parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia.

### **Public School Choice Options (SENATE BILL 10)**

A parent 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. If the parent chooses this option, then the parent shall be responsible for transportation to the school.

For Private School Choice Options refer to the Georgia Department of Education website, [www.doe.k12.ga.us](http://www.doe.k12.ga.us).

## STUDENT AND PARENT PORTAL (Infinite Campus)

Wayne County has a student information system, Infinite Campus, which allows parents to securely access information about their child's school records via the Internet. Our goal is to provide accurate, timely communication to our parents/guardians. Having access to this type of information will give you a better picture of your child's overall performance. You will be able to receive messages from the school and teachers and keep up to date with what is happening at school. Instructions for signing up for the Parent Portal are found on the Wayne County Schools homepage [www.wayne.k12.ga.us](http://www.wayne.k12.ga.us) or by calling the school your child attends for assistance.

We also use a communication system called “Classtag” to share information with parents.



**classtag**

ClassTag is a free parent-teacher communication platform that helps streamline classroom communication and fund classrooms.

**JOIN TODAY!**  
**classtag.com**

Join via code, email, or SMS invitation.  
Reach out to your child's teacher for more information!

App Store | Google Play

Get Started Free!

**WITH CLASSTAG, YOU CAN:**

-  **MESSAGE TEACHERS DIRECTLY**
-  **RECEIVE PHOTOS & UPDATES**
-  **SIGN UP FOR VOLUNTEERING & CONFERENCES**
-  **KEEP TRACK OF KEY DATES & EVENTS**

## STUDENT INSURANCE

As a service to the student, the school makes available a low-cost accident insurance. The school or school system accepts no responsibility for the coverage of the insurance and is in no way connected with the company. Claim forms should be picked up from the secretary in the office as soon as possible after an accident. **All students participating in athletics are required to carry some form of insurance.**

## TESTING PROGRAM

The Georgia Department of Education requires the following tests: Georgia Milestones Assessment System: End of Grade (EOG), Grades 6: ELA and Math; Grade 7: ELA and Math; and Grade 8: ELA, Math, Science or Physical Science, and Social Studies. Students taking a high school course will take the End of Course (EOC) for the high school courses: Algebra: Concepts

& Connections, Biology, American Lit, and US History. Certain subjects will take the EOC in the place of the EOG. Testing requirements will be addressed at the beginning of the course.

## **TITLE I AND PARENT AND FAMILY ENGAGEMENT**

Wayne County has eight Title I schools. These schools include: James E. Bacon Elementary, Jesup Elementary, Odum Elementary, Screven Elementary, Martha Rawls Smith Elementary, Arthur Williams Middle School, Martha Puckett Middle School, and Wayne County High School.

Information about Title I schools is disseminated through individual schools, meetings, community events, and the Wayne County School System website, <http://www.wayne.k12.ga.us>, “Parent and Family Engagement” link. Title I parent rights, policies, compacts, handbooks, CCRPI status, and school brochures are distributed and available through the schools and on the schools’ and county’s websites.

Parents are encouraged to participate in their child(ren)’s education through the events provided at their child(ren)’s school. For more information contact:

Mrs. Robins Kilgore-Kelly, Director of School Improvement  
Dr. Lynn Mcintosh, Federal Programs Director

## **VALENTINE’S DAY DELIVERIES**

No flowers, balloons, candy, or other gifts may be delivered to students at school in observance of Valentine’s Day.

## **VISITORS**

Students are not allowed to have visitors during the school day. All other visitors, including parents, coming on the campus during the school day are required to report to the front office. If you would like to meet with any school personnel, please contact the front office for an appointment.

## **VOLUNTEERS AS MANDATED REPORTERS**

O.C.G.A. 19-7-5 now holds volunteers in schools, hospitals, social agencies or similar facilities responsible for the same child abuse reporting requirements as employees. As a mandated reporter, you are legally required to report suspected child abuse or maltreatment if you encounter it in your role as a volunteer.

If you suspect that a child that you are working with at the school has been abused or neglected, immediately contact the counselor or administrator of the school with your suspicions. This information is confidential and shall not be shared with anyone other than the counselor or administrator.

## **WATER SAFETY EDUCATION OPPORTUNITIES**

## **Wayne County Recreation Department**

Our swim program is an opportunity for young athletes to compete against peers of their own age in neighboring communities. The swim program competes in approximately six meets a season to prepare them for district and state swim. This is a competitive swim team.

Ages 6-17 Coed

Fee: \$30

Registration can be done [online](#) or in person at 400 Hinson Mosley Road, Jesup.

## **YMCA of Waycross**

The Y is America's swim instructor. As such, we consider it a priority, and a responsibility, to prevent drowning and improve health outcomes by cultivating physical, cognitive, and social-emotional well-being through swimming.

Registration can be done [online](#) or in person at 1634 Plant Avenue, Waycross.

## **YMCA of Coastal Georgia (Golden Isles YMCA, Brunswick)**

The Y offers swim lessons year-round! All lessons (private, semi-private, and group) focus on stroke development, personal safety, water sports, games, and rescue. Our program is unique in our child-centered learning approach with an emphasis on building self-esteem, both in and out of the water. YMCA lessons are designed to nurture the whole person— spirit, mind, and body. Our classes are offered for children as young as six months old, to build confidence and gain comfort in and around water.

Registration can be done [online](#) or in person at 144 Scranton Connector, Brunswick.

## **YMCA of Coastal Georgia (Hinesville)**

71% of the world is water, children are 100% curious. Drowning can happen nearly anywhere with standing water. But, as a parent or caregiver, you can't keep your children sidelined. You need to equip them with the tools they need to be confident in and around water so they don't lose out on the health benefits of exercise, the opportunities to bond with family and friends, and the sense of accomplishment when they learn new skills.

With our YMCA, we enrich children and adults on how to properly and safely move in the water. We offer private, semi-private, and group lessons at various branches. As we are a part of the Coastal Empire, it is vital that everyone learn how to swim.

Registration for swim lessons can be done [online](#) or in person at 201 Marylou Drive, Hinesville.

## **Georgia Boating Safety Course**



The BoatUS Foundation's Online Course is the only FREE Online Boating Safety Course approved by the Georgia Department of Natural Resources. Registration can be completed [online](#).

### **Georgia Department of Natural Resources Mandatory Boater Education**

As of July 1, 2014, all persons born on or after January 1, 1998 that operate any motorized vessel on the waters of the state must have completed a boat education course approved by the department prior to such operation. A person is exempt if he or she is:

a person licensed by the U.S. Coast Guard as a master of a vessel;

a person operating on a private lake or pond;

a non-resident who has in his or her possession proof that he or she has completed a NASBLA-approved boater education course or equivalency examination from another state.

Registration and a list of online and classroom courses can be found [online](#).

### **WEAPONS (O.C.G.A. 16-11-127.1)**

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, on school property, or on a bus or other transportation furnished by the school.

**OPT-OUT NOTIFICATION FORM**

In accordance with state policy, I, \_\_\_\_\_, parent or  
legal guardian of \_\_\_\_\_, wish to “opt out” my  
student from participation in the following club(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I **do not** grant permission for my student to participate in the club(s) listed above.

Parent/Legal Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



**Wayne County School System Media/Web Release Opt-Out Form**  
**Please only fill out this form if you are Opting-Out**

Wayne County School System students are photographed and video recorded as they participate in routine academic, artistic, or athletic activities throughout the year. The photos and videos are used in school-related promotional and advertising materials disseminated to the public through newspapers, magazines, admission materials, our website, social media, and other channels deemed appropriate and safe by the Wayne County School System.

Unless otherwise indicated below, I give the Wayne County School System permission to use, edit, reproduce and publish photographs, video, and audio of the student. At the same time, the student attends a Wayne County School and thereafter-in perpetuity. Also included are any student intellectual property such as artwork, poetry, essays, performances, participation in sports activities, etc. This authorization permits the use of photographs, video, and audio, in any medium or form of distribution, including, but not limited to, the Wayne County School website, newsletters, brochures, yearbook, media outlets, promotional materials, or in any other manner as determined by the sole discretion of each school.

This consent will remain in effect until changed in writing using this opt-out form with the front office.

If you decide to opt-out, this information will be shared with the faculty and staff at our school; however, we cannot control pictures/video/audio taken by the press and public. Please make your child aware of your choice to opt-out.

Please note: **Only complete and return the form below if you wish to OPT-OUT of this release.** This form must be returned within ten days of your child's enrollment in school to opt-out.

**Do not fill this out unless you have decided to OPT-OUT. Please read this document before you fill this out.**

<input type="checkbox"/>	Check Here to Opt-Out: I <b>do not</b> want my child photographed, (this includes school pictures), videotaped and/or audiotaped, check the box on the left and fill out the information below. <i>However, this does not include pictures for School ID purposes.</i>
Print Student's Name	
Parent Signature	
Address, City, State, Zip Code	
Phone Number	
Date	

**STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT PAGE**

**Before Signing, Please read the electronic PARENT-STUDENT HANDBOOK on the Wayne County School System website at [www.wayne.k12.ga.us](http://www.wayne.k12.ga.us) For a hardcopy of the Parent-Student Handbook, you may contact Wayne County Board of Education at (912)427-1000 or your student's principal.**

Dear Parents:

Thank you in advance for reading the Parent-Student Handbook that also includes the Student Code of Conduct for the Wayne County School System and reviewing its contents with your student(s). Included in the Student Code of Conduct is an outline of expected behaviors and the consequences relating to various violations during the school day, as well as, during all school-related activities. Please verify that you have reviewed the handbook with your student(s) by completing the section below and returning it to your student's homeroom teacher.

Your cooperation is greatly appreciated. Together we can help create an orderly climate that is conducive to student learning. We hope that your student(s) will have a great year. If you need further assistance with discipline concerns, as well as academic concerns, you may contact me at (912) 427-1000 or your student's principal.

Sincerely,  
Sean Kelly, Ed.D.  
Superintendent

**This signature acknowledges that our family has reviewed and understands the Parent-Student Handbook and the Student Code of Conduct for the Wayne County School System which outlines expected behavior during the school day as well as during all school-related activities.**

Student's School \_\_\_\_\_

Student's Name \_\_\_\_\_  
(Signature if 10 years old or older)

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Homeroom Teacher's Name \_\_\_\_\_

***Internet Safety/Computer Acceptable Use Rules***

My teacher has explained the Wayne County School System Computer/Internet User Agreement to me, and I have been given an opportunity to ask questions about it. I know that my misuse of the computer and/or the Internet could lead to serious consequences that might include being suspended from school or being restricted from using computers. While I am using the computer I should follow these rules:

I will not tell anyone that I meet through e-mail any personal information about myself such as my name, address, or phone number or anyone else's name, address, or phone number.

I will not give my account name or password, if I have one, to any other student.

I will not enter anything in the computer that contains ugly or rude language or pictures.

I will not bring any software from home to use on school computers.

I will not try to go to Internet sites that have inappropriate pictures or words. If I accidentally go to a site that has information that I think should not be seen by students, I will tell my teacher right away and not show it to other students.

If I use information from the Internet in a report, I will make sure that I follow the rules my teacher gives me for documenting my sources of information.

I will not do anything to deliberately harm a computer, computer software, or the computer network.

Child's School \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Date \_\_\_\_\_