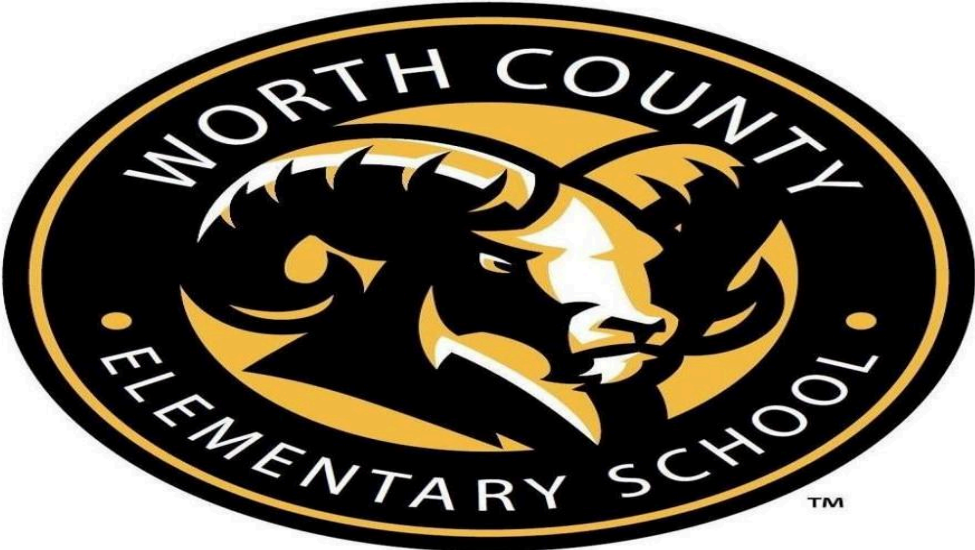


Worth County Elementary School

“Committed to the Success of Every Student”



Mr. Hank Hobby
Principal

Mrs. Pam Parten
Assistant Principal

This agenda belongs to:

Name: _____

Address: _____

City: _____

Zip Code: _____

Phone: _____

Welcome to WCES

Welcome to the 2024-2025 school year! We are excited to welcome our students, as well as their parents/guardians, to our amazing school. WCES is a school filled with quality educators that consider it a privilege to work with our students each and every day. Working TOGETHER, I am certain that this is going to be an exciting and rewarding school year!

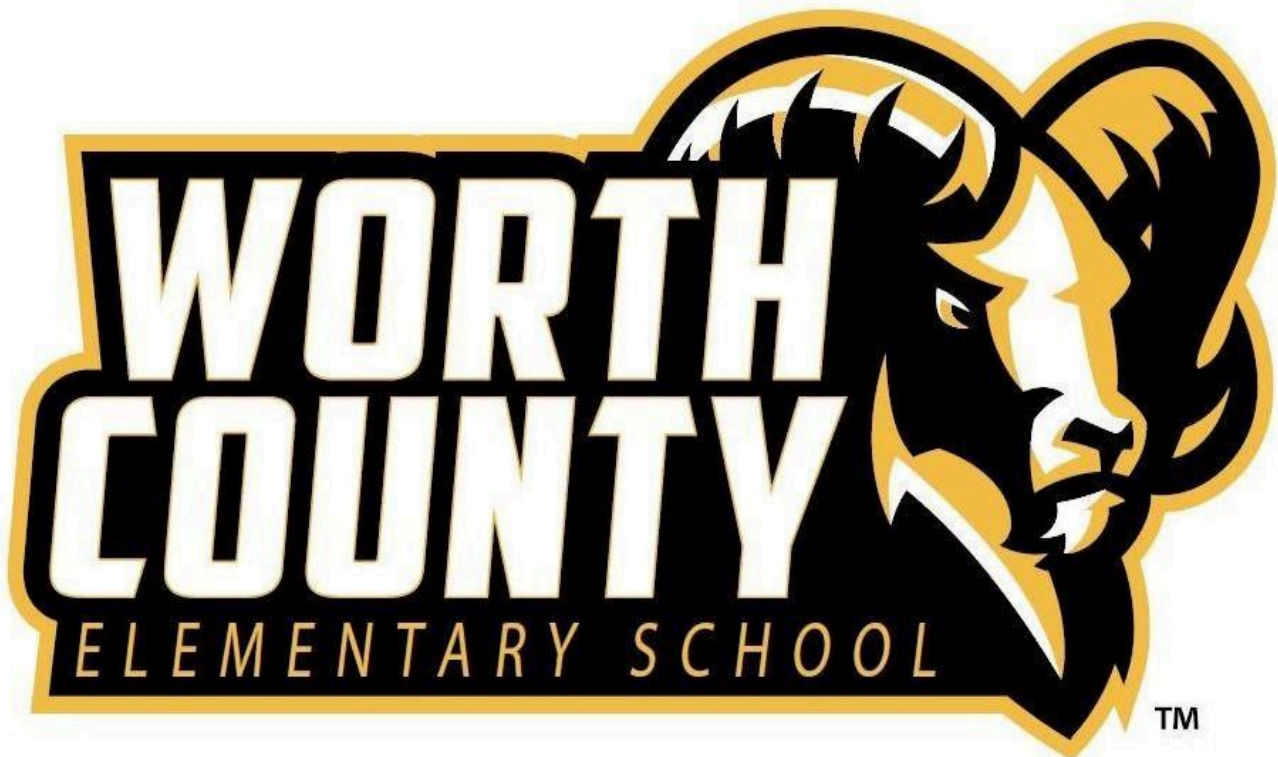
In an effort to provide the best educational environment for our students, each student receives this agenda which explains all of our rules and procedures. All students and parents/guardians are encouraged to read and review the rules and policies that are outlined in this student agenda.

We look forward to a fun and successful school year at WCES! If you have any questions, comments or concerns throughout the school year, do not hesitate to contact the school. TOGETHER we can make your child's days at school both meaningful and enjoyable!

Sincerely,

Hank Hobby

Principal





Worth County Schools

2024 – 2025 Calendar

Planning (no students)	Holiday (no students or staff)	Last Day of 9-Weeks	1 st Day of School
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JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
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SEPTEMBER 2024						
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29	30					

OCTOBER 2024						
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27	28	29	30	31		

NOVEMBER 2024						
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DECEMBER 2024						
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29	30	31				

JANUARY 2025						
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FEBRUARY 2025						
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MARCH 2025						
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30	31					

APRIL 2025						
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27	28	29	30			

MAY 2025						
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- 8/6 1st Day of School
- 9/2 Labor Day
- 10/14-15 Fall Break
- 11/25-29 Thanksgiving Break
- 12/20-1/3 Christmas Break
- 1/20 MLK Day
- 2/17 President's Day
- 3/14 Winter Break
- 4/7-11 Spring Break
- 5/21 Last Day of School
- 5/24 Graduation
- 5/26 Memorial Day
- *12/19 & 5/21 (early dismissal)



Approved: 2/8/24

WCES STUDENT PASSWORDS

Program: _____

Program: _____

Username: _____

Username: _____

Password: _____

Password: _____

Program: _____

Program: _____

Username: _____

Username: _____

Password: _____

Password: _____

Program: _____

Program: _____

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Program: _____

Program: _____

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Password: _____

Password: _____



FOREWORD

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

We expect students to:

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

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

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

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

In addition, students may be disciplined for felonious conduct off campus, or which may pose a threat to the school's learning environment or the safety of students and employees.

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

AUTHORITY OF THE PRINCIPAL

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

WORTH COUNTY SCHOOL DISTRICT VISION, MISSION & SLOGAN

Vision:

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

Mission:

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

Slogan:

Committed to the Success of Every Student

PHILOSOPHY

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

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

The code will:

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

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

- Parents and guardians are encouraged to review the Code of Conduct with their children and to support its enforcement throughout the community.
- Parents and guardians are to sign or confirm receipt of the Code of Conduct.
- Failure to acknowledge receipt does not absolve the parent/guardian of any responsibility for information contained in the Code.
- Codes will be available in each school and classroom.
- All student handbooks shall include pertinent sections of Code of Conduct.
- Questions about the Code of Conduct should be addressed to the appropriate principal.

Students shall also be disciplined for engaging in off-campus misconduct that could result in the student being criminally charged with a felony, which makes the student's continued presence at school a potential danger to persons or property at the school, or which disrupts the education process.

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

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

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

PROGRESSIVE DISCIPLINE PROCEDURES

School administrators and teachers will follow a progressive discipline process to the extent appropriate to the situation. Each school official should impose a discipline proportionate to the severity of the behavior while considering the totality of the situation, including the student's age, discipline history, and other relevant factors.

Infrequently, there are situations when school staff and parents/guardians disagree on discipline measures

for a student. In those cases, the school principal will, based on this Code of Conduct, school discipline

policy/procedures, and administrative judgment, assign appropriate discipline measures. In addition, the principal may make student discipline decisions determined to be in the student's and the school's best interest in any disruptive conduct not explicitly covered in this Code.

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the school's principal if specific questions arise about the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

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

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

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

PROCESS FOR PARENTS TO ADDRESS CONCERNS

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

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

CAMPUS VISITATION

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

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

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

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

FACE MASKS

Students will be allowed, but not required, to wear face masks in all school areas under normal circumstances. However, the following exceptions will be considered:

- 1) A specific teacher with specific health concerns may require masks. In these cases, the teacher will coordinate with the school principal before sharing such a requirement. If the principal approves the mask request from the teacher, masks will be provided for the students.
- 2) WCSS may alter mask flexibility and requirements at any time.

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

DISCIPLINARY HEARINGS

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

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.

CHEATING

The classroom teacher will initially handle any form of cheating, academic dishonesty, or plagiarism. Consequences may include a zero on the assignment/test/project, etc., and a parent notification. Repeat offenses may be forwarded to the school administration and warrant more severe consequences.

TRANSFER STUDENTS

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

NON-RESIDENT STUDENT

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

WITHDRAWAL STUDENTS

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

STUDENTS WITH DISABILITIES

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

SEARCHING STUDENTS

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched.

Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside regular school hours or off the school campus at the discretion of administrators.

BULLY REPORTING PROCEDURE

The Worth County School District expressly prohibits the bullying of any person, by any means or method, at school, on school property, at school-related functions or activities, or by using data or software accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

Should a student feel that they are or have been bullied (see definition), they should first report to the closest teacher or person of authority. If the problem is not resolved, the student should report to a guidance counselor for intervention. If interventions are not successful, the Principal/Assistant Principal/SRO officer should be notified verbally or in writing.

Safe2SpeakUP APP (Report Bullying, Threats, etc.)

Safe2SpeakUp is a companion app to *CrisisGo* for those ages 18 and under. This means that school staff using *CrisisGo* can communicate and coordinate student safety by communicating between the two apps.



Safe2SpeakUP allows students to **anonymously** report bully-related activity involving themselves or their friends. Additionally, students can submit safety tips to their school's safety team for issues like drugs or weapons on campus.

Safe2SpeakUP users can message with the school officials that oversee bully-related incidents, as well as message groups that their school district has granted them permission to access.

Students are encouraged to download the *Safe2SpeakUp* app onto their cellphones and to report bullying or other dangers before issues escalate.

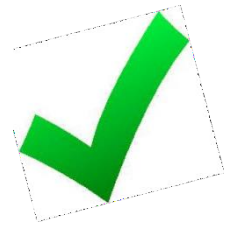
DATA COLLECTION

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

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

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

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



SCHOOL ATTENDANCE

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

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

1. All schools will provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By **September 1** of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement via certified mail, return receipt requested, or first-class mail to such parent, guardian, or other person who has control or charge of a child, or children. In addition, students age ten or older by September 1 must sign a statement indicating receipt of a written statement of possible consequences for non-compliance to the local board policy.
2. Parents of all students will provide a written excuse from a physician/certified medical practitioner, parent, or guardian, stating days missed and reason for absence to the school within the **first three (3) days** the student returns to school after an absence.
3. Parents of students in grades K—8th will provide an excuse from a physician or certified medical practitioner after the **fifth (5th)** written parental excuse.
4. Parents of students from ages 6-9 who have **five (5) unexcused absences** will receive notification from the WCSD by phone and/or 1st class mail. The notice shall outline the penalty and consequences of such absences. Upon the **6th unexcused absence**, a certified mail letter with the requested return receipt will be sent to the parent. The letter will require the parent/guardian to clear up unexcused absences within five (5) business days, or a warrant can be taken against the parent/guardian(s).

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

5. Parents of students from ages 10 – 16 who have **five (5) unexcused absences** will receive notification from the WCSD via phone and/or 1st class mail. The notice shall outline the penalty and consequences of such absences. Upon the **6th unexcused absence**, a letter via certified mail with the return receipt requested will be sent to the parent. The letter can require the parent/guardian to clear up unexcused absences within 5 business days, or a warrant will be taken against the student. Failure to receive written notices in no manner absolves the parent/guardians' responsibility in complying with all system/school attendance policies and rules.
6. If a student ages 14-16 has **more than ten (10) consecutive school days of unexcused absences** in any semester, the school system will notify the juvenile court, and the student may be withdrawn from school for lack of attendance.

7. In grades 9 -12, the WCSD will mail attendance letters on the fifth (5th), and seventh (7th) absence. These letters will be for unexcused absences per class period and will outline the WCSD's attendance policy as it relates to course credit(s).
8. Student tardiness will be addressed through each school's progressive discipline plan.
9. The WCSD's Child Attendance Team (CAT) consists of a (an): school social worker and administrator from each school. Additionally, each school has a building-level CAT team consisting of a (an): administrator and other support staff as needed. The school-level team is responsible for monitoring and enforcing the rules and regulations adopted by the Attendance Protocol Committee and other support staff, as needed. The Worth Co. School District's Attendance Team will address school attendance matters. For students, who are excessively absent, the WCSD's Attendance Team will make attempts to resolve the matter with students at the local level. However, if students' absences continue, a CHILD IN NEED OF SERVICES (C.H.I.N.S.) petition can be filed and referred to the DJJ Judge.
10. Local law enforcement officials will take an active role in questioning school-age students whom they see on the streets or in other public places during the school day and who are not accompanied by a parent/guardian. Police officers are to return truant students to their appropriate school where school administrators will provide appropriate discipline.
11. The WCSD shall report student attendance rates to the Attendance Protocol Committee and the State Board of Education at the end of each school year, according to a schedule established by the State Board of Education.

DEFINITIONS

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

1. **Alternative School** – school designed to meet the needs of student in grades 6-12 who have not been behaviorally successful in a regular school setting
 2. **Assault** - the **attempt** or **threat** of harm of another person.
 3. **Battery** – (also known as physical assault) – intentionally made direct or indirect physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.
 4. **Behavior Support Process** – mechanisms for identifying and addressing the student support plans/behavioral needs of students through the provision of integrated resources that promote behavioral change and/or support.
 5. **Bullying (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting, or stalking.** This also includes **Cyberbullying (social media, electronic device communication, whether or not such electronic act originated on school property or with school equipment) on or off campus that impacts school climate.** Ref. O.C.G.A. 20-2-751.4
 6. **Bus safety issues** include, but are not limited to, refusal to stay quiet at railroad crossings, hanging out of windows, disturbance in inclement weather, being out of the seat, and throwing items out of the window.
 7. **Chronic Disciplinary Problem Student** – a student who exhibits a pattern of behavioral characteristics that interfere with the learning process of students around him or her and which are likely to recur.
 8. **Code of Conduct** – a systematic collection of regulations, rules, or procedures regarding behavior and
-

expectations of persons or groups.

9. **Disciplinary Officer** – the disciplinary officer conducts certain disciplinary hearings, especially in matters that may result in long term suspension, expulsion or assignment to the alternative school.
 10. **Due Process** – the protection of the rights of a student through established, fair practices.
 11. **Expulsion** – suspension of a student from a school beyond the current school semester.
 12. **Fighting** – the exchange of mutual physical contact usually with malicious intent on both sides and lack of responsiveness to intervention.
 13. **Grand Theft** – theft involving items/materials valued at greater than \$500.00.
 14. **Habitual Violator** – A student who has been referred to the administrative staff an excessive number of times with similar behaviors.
 15. **Harassment** – (Board policy definition) means any acts, conduct, or communication having gender, racial, religious, or ethnic demeaning implications which are created and communicated by a person to another with the intention to demean, intimidate, dominate, abuse, or browbeat the recipient of the act or communication and that such intent is reasonably perceived by the recipient for that purpose. The prohibited conduct does not apply to a single event incurred by the recipient but does apply to repetitious conduct on the part of a perpetrator, even though such conduct may be exhibited to a different person.
 16. **Inappropriate Student Demeanor** – student behavior that shows disrespect, or contempt, to other students, administrators, faculty, or staff. Inciting, advising, or counseling of others to engage in prohibited acts.
 17. **Home Suspension (long term)** – removal of the student from the school campus and exclusion from all school-sponsored activities for more than ten (10) school days, but not beyond the current school semester. Students on long-term suspensions are not permitted on any school campus or any school-sponsored event.
 18. **Home Suspension (short term)** – removal of the student from the school campus and exclusion from all school-sponsored activities for not more than ten (10) school days by the school administration. Students on short-term suspension are not permitted on any school campus or at any school-sponsored event.
 19. **Horseplay** – misbehavior when students are not angry, and respond to interventions, and there is no malicious intent.
 20. **In-School Suspension (ISS)** – removal of a student from class or classes with assignment to a designated supervisor. The student shall be marked present in each class when in attendance in ISS.
 21. **Major Disturbance** – student behavior of such nature that it causes a cessation of activity on campus or in the classroom.
 22. **Physical Violence** – intentionally making physical contact of an insulting or provoking nature with another person, or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 20-2-71.6.
 23. **Progressive Discipline** – policies designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior with the previous discipline history of the student being considered and other relevant factors taken into account and all due process procedures required by federal and state law followed.
 24. **Safety Hazard** – any behavior, article of clothing (including shoes) that constitutes a hazard to students or staff.
 25. **School Safety Zone**—in or on any real property or buildings owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education.
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26. **Sexual harassment** - the deliberate, repeated, and unsolicited physical actions, gestures, verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity. The Georgia General Assembly has required that in this Code of Conduct all parents and guardians shall be encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.
27. **Sexual misconduct/inappropriate sexual behavior** - any willful and/or deliberate act (spoken, written, or physically conducted) e.g. writing suggestive notes and making obscene gestures committed with the intent of promoting sexual favors or furthering acts lewd or lascivious in nature, any unsolicited sexual proposal or offensive touching of any other person; or any act of indecent exposure or any sexual crimes as defined by state law.
28. **Tardiness** - not being in one's assigned classroom at the time the official school day and/or the class is scheduled to begin.
29. **Trespassing** – individuals (students or adults) who present themselves in any unauthorized area(s) (building or campus), i.e. being on school property without permission. No one is allowed on school property after hours except for scheduled school activities.
30. **Truancy** - failure to report or sign in to school without prior permission, knowledge or excuse by the school or the parents or "skipping" class or school; more than five unexcused absences during the school year.
31. **Time-Out** - a short-term removal from the K-2 classroom during which time the student is supervised in an alternative setting
32. **Weapons** –"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.
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VAPOR PRODUCTS

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

Possession of a vaping device by a minor under the age of 21 is prohibited by *GA Code Ann.*

§§ 16-12-171(b)(1)(A); 16-12-174(d) (2019).

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

BUS TRANSPORTATION

WCSD Bus Transportation Requirements for 2022-2023

Student safety is the number one priority of WCSD and students and parents are reminded that riding a school bus is an extension of the school day, and that students are expected to follow the same rules of respect and following directions as they are in the school building. Riding a school bus is a privilege that the school district does not want to see any student lose; however, unruly, misbehaving students will be removed from the busses to protect the safety of all students. Students that ride the school bus must go by these rules in order to ride the bus. We want our drivers to be able to focus on the road ahead as well as student loading and unloading zones rather than being distracted due to student behavior.

Bus Rules:

- At **no time** will students act toward or address comments to a bus driver or monitor in a disrespectful manner or refuse to cooperate with the driver.
 - Students shall get on or off the bus only at their assigned stop/route, unless otherwise directed with a note from the school office. Students riding a route other than what has been assigned will be returned to the school for the parent/guardian to pick them up.
 - Students shall not refuse to sit in an assigned seat or deny another person a place to sit.
 - Students will be expected to **remain seated** for the duration of the trip, and remain seated until the bus door opens. No students will stand in the driver compartment.
 - Students shall **not** throw any articles within the bus or out the bus window, and shall not extend any part of their body, clothing, or other articles out of the bus window.
 - Students shall not take or handle any emergency equipment inside the bus, and shall never board or leave the bus through the emergency door except in an emergency.
 - Students shall never attempt to operate the passenger door except in cases of extreme emergency.
 - Students shall not yell, scream, whistle, or operate an electronic device to a point where it interferes with the safe operation of the school bus.
 - Students shall not write upon, disfigure, or destroy any part of the school bus. The parent or guardian may be held responsible for any damages to the school bus.
 - **The use of obscene, vulgar, or profane language are forbidden.**
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- Students shall not carry tobacco, including E-cigs/Juuls, etc., weapons, explosives (such as fireworks), knives, pointed articles, animals (pets), intoxicating beverages, drug paraphernalia or drugs on the bus.
- Large items will not be transported on the school bus. The driver has the discretion to allow certain larger than normal items which could be placed at the front of the bus. Items should be no larger than what could rest in student's lap. Balloons are prohibited. Glass vases are prohibited. Arrangements can be made with the parent or guardian and school staff for the pickup of large items.
- Students shall not eat, drink, or litter on the bus.
- No earbud or cell phone use while loading and unloading the bus. Those items should be put away inside book bag/pockets etc.
- Students loading the bus at the school bus loop should use care, be prompt, and ready to board without horse play. **Buses will not return to transport students that are horse playing etc.** School Administration will notify the parent or guardian to come transport the student. Depending on the circumstances, the Transportation Director or his designee may authorize the bus driver to return to the school for a student that has missed the bus.
- All students living on the left side of the roadway shall exit the bus and move to a point 12 feet in front of the right bumper and wait for the driver to signal that it is safe to cross. Students shall never cross behind the bus.
- Students shall face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the bus aisle.
- Students will abide by the individual school's rules and regulations concerning bus students.
- Serious offenses are defined but not limited to those listed above.
- Be courteous to the driver and other students.
- All rules (school and bus) apply on field trips.
- Emergency drills will be conducted each year. Student participation is required.
- The Director or Assistant Transportation Director are authorized to alter routes, reassign students and authorize the removal of a disruptive student.

STEPS AND CONSEQUENCES FOR IMPROPER CONDUCT ON SCHOOL BUS

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

the student.

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

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

Note:

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

Safe School Bus Riding Practices

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

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

Students should:

- Follow directions of the school bus driver the first time given.
- Go directly to an available or assigned seat when entering the bus without delay.
- Remain seated.
- ***Sit the safe way, facing forward with your back against the back of the seat and your bottom against the bottom of the seat. In the event that the bus driver has to brake hard or if there is a serious accident, it is essential that the student is sitting properly in order for the compartmentalization protection of the padded high backed bus seats to be effective (keeping the student within the safety of the padded space that surrounds them).*
- Tell your bus driver if someone is picking on you or making

you feel uncomfortable.

- Keep aisles and exits clear.
- ****Remain absolutely quiet at railroad grade crossings. *This is a critical moment. The bus driver must be able to hear an approaching train.***
- Help keep the bus clean.
- Refrain from spraying fragrances such as perfume, cologne or body spray.
- Do not use mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the bus driver's operation of the school bus.

Safe Student Bus Riding Instructions

Safety Rules at the Bus Stop

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

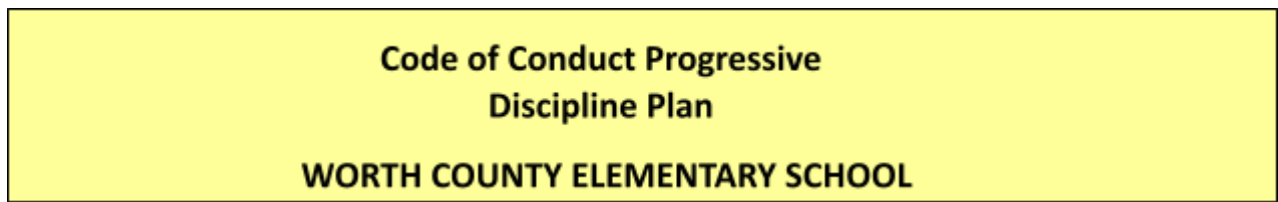
Safety Rules While on the Bus

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

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

Additional Guidelines

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



Discipline is the key to a successful school year for students. It is an important part of growing up and living in the world. Students appreciate and respond to a positive learning environment. At Worth County Elementary School (WCES) it is believed that such a climate is achieved through a consistent code of conduct and appropriate consequences that parents and staff support.

The following rules are **general school** rules:

- Students will respect and obey all adult personnel.
 - Students will respect the rights and property of others.
 - Respectful language and behavior are expected at all times.
 - Keep your hands, feet and objects to yourself.
 - Follow playground, cafeteria and bus rules.
 - Toys, gum and candy are not to be brought to school.
 - Students will walk on the school grounds and sidewalks at all times unless participating in a supervised game. Students should walk on the right side of the hallway at all times.
 - Students must have a pass to leave the classroom or school grounds.
 - Students will remain silent and orderly during emergency drills.
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- Assignments will be completed according to each teacher's policy. Parents should review homework and sign agenda daily.

- Name calling, harassment, threatening and fighting are not acceptable behaviors.
- A student may be removed from a classroom for interference with instruction.

Children who show good behavior on a regular basis will continue to receive privileges and positive recognition. Consequences for not following the rules may include:

- a. Parent Notification/Conference**
- b. Conference with Principal**
- c. In School Suspension**
- d. Time-Out**
- e. Out of School Suspension**
- f. Corporal Punishment**
- g. Bus Suspension**

Dispositions may be increased or decreased as warranted by circumstances.

As a staff we strive to create a positive atmosphere where safety and good character are a part of the students' self-discipline and self-direction. We want all children to enjoy school and to grow to their potential

DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Students will be required to show proper attention to personal cleanliness, neatness, and conservative standards of appearance. The following rules of dress must be respected:

1. All shorts, skirts, dresses, etc., should be of a reasonable and appropriate length.
2. In most cases, the "fingertip" test will be applied to determine whether the child's dress, shorts, or skirt is too short.
3. No tight clothing will be allowed. This includes but is not limited to: spandex shorts, leggings/jeggings, and tights. Tights, leggings, etc. are allowed to be worn under other items of clothing such as shorts, skirts and dresses as long as the items of clothing are of appropriate length.
4. No clothes with slits or holes that show skin above the knee are to be worn to school without a layer under such items.
5. Belts, suspenders, and overalls will be buckled and/or buttoned. All clothing will be worn at the appropriate level and not below the waistline. A belt will be worn to keep clothing at the appropriate waist level if necessary. No "sagging" is allowed.
6. All shirts that extend beyond the fingertips when the student's arms are placed down by their side must be tucked at all times.
7. No halter tops, tank tops, or crop tops shall be worn. All shirts must reach below the belt line. Shoulders must be covered. No sleeveless shirts are to be worn by boys. All clothes must be worn as intended, not backward, inside out, etc. No Oversized shirts may be worn.
8. No hats, caps, headbands, skullcaps, hooded garments, or bandannas are allowed to be worn in the building unless it is a school-sponsored activity.

9. Shoes suitable for physical education shall be worn daily. **(No dress shoes with heels above 1 inch)**
10. All clothing should be worn appropriately. Removable outer clothing should be labeled with child's name. No chains are allowed on any pants or jeans.
11. Boys and girls are allowed to wear only small stud earrings during school hours. Due to safety concerns, absolutely no loops, symbols, or other shapes will be worn. The school is not responsible for any lost or stolen jewelry or other property.
12. Any article of clothing containing inappropriate language or print is prohibited.
13. Clothing, patches, or other items that display illegal activities, words, colors, or scenes that are likely to cause disruption, including, but not limited to, clothes displaying or promoting racial slurs, sexually suggestive comments, cursing or vulgarity, wrestling or other violent activity, tobacco, alcohol, death or suicide, and gangs or symbols identified with gangs, are not permitted. Hair must be neat and clean. Certain styles are not appropriate. Any hairstyle that is distracting to others may be considered inappropriate. Sunglasses should not be worn to school unless it is a school-sponsored activity.
14. Rolling book bags are **not** permitted unless students bring a doctor's excuse. Clear book bags are required.

The following are some specific violations of the Code of Conduct and the disposition for each.

Violation**Disposition**

Acts of physical violence against a teacher, school bus driver, or other school official or employee.	Suspension pending hearing within 10 days. Parents and law enforcement notified.
Bomb threats/Terroristic threats	Suspension pending hearing within 10 days with recommendation of minimum one-year expulsion. Parents and law enforcement notified.
Bullying:	<p>1st Offense: Notify parents of accused and victim. Administrator's discretion from counseling to parent conference.</p> <p>2nd Offense: Notify parents of accused and victim. Administrator's discretion from parent conference to suspension.</p> <p>3rd Offense: Notify parents of accused and victim. Administrator's discretion from suspension to hearing.</p>
Bus Misconduct/Violations:	<p>Administrator discretion depending on severity of the offense.</p> <p>1st Offense: Student warning. Parent notified through student agenda and phone contact.</p> <p>2nd Offense: 3-day bus suspension</p> <p>3rd Offense: 5-10 days bus suspension</p> <p>4th Offense: 15-20 days bus suspension</p> <p>5th Offense: 90 school days bus suspension</p> <p>6th Offense: 1 year bus suspension</p>
Bus violation: Using any electronic devices during operation of school bus including but not limited to cell phone, pager, audible radio, tape/compact disc player without headphones, or any other electronic device in a manner that might interfere with school bus communications equipment or school bus driver.	Students will be able to retrieve any confiscated electronic device at the end of the school day. Parents may pick items up after school on the day the item was confiscated or any time thereafter.
Bus Violation: Using mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the bus drivers operation of school bus.	<p>1st Offense: Warning/Detention; Parents notified.</p> <p>2nd Offense: 3 days suspension from bus and parent conference.</p> <p>3rd Offense: Suspension from bus for remainder of school year. Items (devices) confiscated until parent picks up.</p>

<p>Classroom/School Disturbances: Acts which cause disruption of learning opportunities and/or threaten the safety of other students (scuffling, distribution of non-approved materials, sit-downs, walk-outs, picketing, trespassing, inciting disturbances, etc.).</p>	<p>Administrator's discretion, counseling to suspension/expulsion (with hearing). In severe cases, referral to juvenile or superior court.</p>
<p>Computer Misuse by Students</p>	<p>Administrator's discretion, from counseling to expulsion. Parents notified. Where appropriate, legal action may occur.</p>
<p>Dress Code Violation</p>	<p>1st Offense: Teacher/administrator warning, parents notified. Violation must be corrected before student is permitted to resume normal school activities. 2nd Offense: Parents notified administrator discretion. 3rd Offense: ISS</p>
<p>Drugs and/or Alcohol: Any sale, possession distribution, purchase, or conspiracy to sell or distribute drugs/alcohol that are illegal under the laws of the State of GA including controlled or prescription drugs, over-the-counter non-prescriptive drugs, inhalants, or paraphernalia, on school property, at school functions, or in the Drug Free School Zone. Includes substances represented to be drugs or alcohol.</p>	<p>5-10 days suspension pending hearing. Parents and law enforcement notified, and disposition may include counseling to suspension.</p>
<p>Electronic cigarettes (possession or use of) containing non-nicotine substances.</p>	<p>1st offense: 5 days ISS 2nd offense: 1 day OSS 3rd offense: 3 days OSS and behavior contract 4th offense: 5 days OSS 5th offense: 10 days OSS pending hearing <u><i>*All tobacco and electronic cigarettes (including but not limited to accessories, chargers, and pods) will be confiscated by administration and not returned to parents or students.</i></u></p>
<p>Failure to Accept Disciplinary Action</p>	<p>Administrator's discretion, from counseling to expulsion.</p>
<p>Falsification, misrepresentation, omission, or erroneous reporting regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student</p>	<p>Administrator discretion.</p>

<p>Fighting: {Includes fighting on school bus}</p> <p><i>{Fighting on the School Bus carries the consequences outlined under "Fighting" in this handbook, in addition to the loss of bus riding privileges as follows:</i></p> <p>1st Offense: 5-10 days bus suspension 2nd Offense: 10-15 days bus suspension 3rd Offense: 30 day minimum bus suspension + minimum 5 days OSS and consideration of placement in the Worth County Achievement Center</p>	<p>Notify parents and law enforcement (at administrator's discretion).</p> <p>1st Offense: 1-3 days suspension. 2nd Offense: 3-5 days suspension. 3rd Offense: 5-10 days suspension. Repeat offenses and/or the severity of the fight may result in immediate suspension pending hearing.</p> <p><i>*In all discipline cases (including on the bus) the administration has the discretion to impose consequences which it deems appropriate</i></p>
<p>Harassment</p>	<p>Administrator's discretion, from counseling to suspension. In severe cases, referral to authorities.</p>
<p>Insubordination: Rude and Disrespectful behavior and/or refusal to carry out instructions of faculty or staff. This includes</p> <p>giving false or misleading information to faculty or staff.</p>	<p>Administrator's discretion.</p>
<p>Possession and/or Use of Fireworks and/or Pyrotechnics</p>	<p>1st Offense: 1 -3 days home suspension. 2nd Offense: 3-5 days home suspension. 3rd Offense: 5-10 days suspension at administrator's discretion.</p>
<p>Possession of Electronic Communication device during instructional time.</p> <p>A student may possess a cell phone or other electronic device on school property or during school activities; however, the device may not be in use or visible for any reason from the opening time until the closing time of each school day. Each school's building principal shall establish the opening and closing times. Phones and other electronic devices must be turned off and out of sight from 7:30 to 3:30. <i>(The administration has the authority to scroll/search a cell phones contents including its pictures, video, voice and text messages, address books, incoming/outgoing calls, calendars, e-mail and instant messages if the administrator has "reasonable suspicion" that there is student misconduct.)</i> Note: Additional punishment will be issued if cell phone is used for purpose such as inappropriate pictures, cheating violations, or student's refusal to turn over cell phone. If student refuses to turn cell phone over, it is considered a major campus disturbance and law enforcement may be notified.</p>	<p>Students will not be able to retrieve any confiscated electronic device at the end of the school day. Parents may pick items up after school on the day the item was confiscated or any time thereafter. If phone is confiscated, student may not remove data storage card from phone.</p>

<p>Failure to Return Textbooks, Instructional Materials, and/or Overdue Library/Media Center Materials at the end of a Grading Period or Year.</p>	<p>Parents Notified. Administrator’s discretion may lose the privilege of checking out books and materials. School records are withheld until payment is made, or report cards are withheld until payment is made.</p>
<p>Repeated or Cumulative Violation of School Rules</p>	<p>Administrator's discretion, from counseling to expulsion. May include behavior correction plan. In severe cases, referral to juvenile or superior court.</p>
<p>Sending false alarms or possessing fake weapons</p>	<p>Suspension pending hearing within 10 days, parents and law enforcement notified.</p>
<p>Tardy to School</p>	<p>Excessive tardiness will result in parent meeting(s) with a member of the WCES CAT team to show cause of tardiness; a “BE ON TIME TO SCHOOL” contract will be signed by the parent/guardian, and the student may also be withheld from specials to make up any missed class time/assignments.</p> <p>Subsequent Offenses: Referral to Social Worker, if necessary. * 10th occurrence of tardy/early check out will result in one (1) day ISS</p>
<p>Tobacco Use and Possession, Including Electronic cigarettes, including but not limited to cigarettes, dip, snuff, Juuls, e-cigs, e-cigarettes, vapes, vape pens, electronic nicotine delivery systems (ENDS), nicotine vaporizers, e-hookahs, or wops; this includes possession of or use of corresponding accessories, including but not limited to pods, chargers, wop machines, and other items required for or related to the function of using an e-cigarette device with or without the possession of the main e-cigarette device.</p> <p><i>Any device or juice found to contain substances other than nicotine (i.e. marijuana/THC) will be deferred to the appropriate consequence per the handbook.</i></p>	<p>1st offense: 5 days ISS 2nd offense: 1 day OSS 3rd offense: 3 days OSS and behavior contract 4th offense: 5 days OSS 5th offense: 10 days OSS pending hearing</p> <p><u><i>*All tobacco and electronic cigarettes (including but not limited to accessories, chargers, and pods) will be confiscated by administration</i></u></p>
<p>Use of any electronic device for the purposes of photographing, filming (video), audio recording, circulating and/or posting inappropriate behavior to any website on the internet.</p>	<p>Parent notified. Suspension up to 10 days per administrator’s discretion. May include hearing & referral to law enforcement.</p>
<p>Use or Display of Disruptive, Profane, or Vulgar Language</p>	<p>Administrator’s discretion, from counseling to expulsion. In severe cases, referral to juvenile or superior court.</p>
<p>Vandalism: Destruction of school property (including buses), personal property or threat to destroy.</p>	<p>Administrator's discretion, from counseling to suspension/expulsion. In severe cases, referral to authorities. Restitution must be made when appropriate.</p>

Violence: Simple assault and/or battery on another.
Striking, pushing, touching in a threatening manner or

Disposition depends upon the circumstances from counseling to suspension. Aggravated assault will result in referral to law

threatening bodily harm.	enforcement.
<p>Weapons (see definition): A student may not, possess, handle, use or transmit a dangerous instrument or weapon on school property, at school functions or on school bus. Weapons may include, but are not limited to:</p> <ul style="list-style-type: none">• Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-21, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.	<p>Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion and reported to law enforcement. The Superintendent may either before or after the student is referred for a tribunal hearing reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment.</p>



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Code of Conduct BEHAVIOR SUPPORT PROCESS

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

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

WCES Music Program

The WCES Music Program will focus on singing, reading music, and playing select instruments. The WCES Music teacher will send home information concerning available after-school programs.

Music Program Required Guidelines: Desire to sing and properly participate in music, satisfactory academic performance, excellent behavior, wearing official chorus t-shirts, and regular and prompt attendance at school, all rehearsals and performances.

It is an honor to be selected to perform in this group. However, students must meet and maintain the above requirements for the entire year. Students that are failing their classes or have major discipline issues will be dismissed from our Music Program.

WCES C.H.A.M.P.S Program

C.H.A.M.P.S (Choosing Healthy Activities and Methods Promoting Safety) is an educational program developed and implemented by the Georgia Sheriffs' Association to provide Georgia's youth with guidance, and the skills, ability and knowledge to be safe, healthy, and happy in preparation for a successful life.

C.H.A.M.P.S. This course is a requirement for all 5th grade students and will be taught one day a week during your child's physical education class.

Care of School Property

The Worth County School System furnishes appropriate materials to all students. These items are the responsibility of the students. If such items are damaged or lost, the student is expected to pay for them. Any student who damages school property is responsible for the payment.

Report cards will be held at the end of the school if students owe for pictures, fundraisers, lost books, or damaged books.

Computer/Internet Policy Statement

All students using school system computer resources and the internet shall comply with the Worth County Board of Education's Acceptable Use of Computer Internet Resources Policy, the administrative procedures provided by the Superintendent regarding such use, and the Board of Regents. In order for a student to access the Internet via school system equipment, the student's teacher must have a signed Staff Computer/Internet Access Agreement, or the student must sign and have parent/guardian permission through the Student Computer Internet Access Agreement.

Both forms are available through each school's technology committee. Information can be found in the Board Policy IFBG and IFBGE.

Gifted Education

According to the Georgia Board of Education Rule 160-4-2-38 "the gifted student is one who demonstrates a high degree of intellectual, creative, and/or artistic ability, possesses exceptional leadership skills, or excels in specific academic fields and who needs special

instruction and other ancillary services in order to achieve at levels commensurate with intellectual ability." A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities. Details of the program, referral procedures and eligibility requirements are available by contacting school administration.

Head Lice

Worth County Board of Education, regulations require that students with Pediculosis (Head Lice) not be allowed to remain at school or board the bus until he or she has been adequately treated. Students who still have bugs or "nits" will not be allowed to return to school.

Pediculosis (Head Lice) is not an excuse for extended absenteeism from school.

Homeless Education Program

The McKinney-Vento Homeless Education Assistance Act is the federal law that governs the educational rights of children and youth in homeless situations. The No Child Left Behind Act of 2001 reauthorized the McKinney-Vento Homeless Assistance Act. In an effort to strengthen accountability at both the state and local level, the reauthorization includes the requirement for every school district in the country to designate a homeless liaison. Homeless children have the right to a free, appropriate public education.

If you or your child:

- live in a shelter;
- share housing with relatives or others because you lost your housing or cannot afford housing;
- live in a campground, car, abandoned building, or other inadequate shelter;
- do not have a permanent address and/or permanent housing;
- live on the street;
- live in temporary foster care and/or
- if you are an unaccompanied youth.

You have the right to:

- immediately enroll in and attend school without having health and school records with you;
- enroll in the school where you are living or the school attended when permanently housed if it's in your child's best interest;
- receive transportation to and from the school of origin;
- participate in school-related activities and receive other needed services and
- utilize the dispute resolution process if you have a grievance

For Further Information:

Contact Tracie C. Turner, Worth County Schools Homeless Liaison, 229-776-8600, ttumer@worthschools.net or the Georgia Department of Education, www.doe.k12.ga.us.

Honor Roll

Students must maintain a combined average of 90 or higher in all academic areas to be eligible for "A" Honor Roll. Honor Roll certificates will be awarded at the end of the school year for students who made the "A" Honor all four 9-week grading periods.

Hospital Homebound

If a student should need to be absent from school for more than 10 consecutive or intermittent school days because of serious illness or an accident, arrangements may be made to provide instruction at home. In accordance with state rule 160-4-2.31 Hospital/Homebound Services, students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic, and Statistical Manual (DSM), may be eligible for hospital-homebound instruction. The student's inability to attend school for medical or psychiatric reasons must be certified by a licensed physician or licensed psychiatrist. It is the responsibility of the parent/guardian to request hospital/homebound instruction as soon as possible. The school counselor who is designated as the School Hospital/Homebound Coordinator should be contacted for more information regarding policies, procedures, and the application process.

Morning Arrival / Afternoon Departure

Students arriving at school before 8:00 a.m. should report directly to their hallway and homeroom. Students arriving after 8:10 will be considered tardy. **The instructional day at WCES begins promptly at 8 : 10 .**

Do not drop off students at school before 7:30 a.m. The staff does not report to school for duties until 7:30 a.m. Students who walk to school should not be on campus before 7:30 a.m. Students start dismissing at 3:05 p.m. **No students can be checked out after 2:30 p.m.** The instructional day begins at 8:00 and ends at 3:05.

All parent pickups must have our car rider tag clearly displayed on the dash of the vehicle. Two tags will be provided and more may be requested through your child's teacher or in the front office. Failure to have car rider tag will result in you having to park, come inside, and show your ID to pick up your child.

We also ask that our parents not congregate in the front lobby or outside the front doors of WCES during afternoon dismissal as this creates a safety hazard for all of our students. Please follow our protocol and utilize the pickup line for your student.

Medicine

If your child has to take medicine, it must be brought to the school nurse by a parent/guardian. Parents must sign a medical form in order for the school nurse to give the medicine. Medicine will not be accepted from students. Medications will be administered and recorded on a daily log by a Registered Nurse or trained adult school personnel designated by the principal. Medicines will be stored in a locked cabinet or in a designated area in the school vault. Further information about medicines can be found in Board Policy JGCD.

Parent Involvement Coordinator

The Parent Involvement Coordinator available to assist and facilitate parents during the school year. We encourage all of our parents to become more involved with their child's education and school activities. Throughout the school year, the parent involvement coordinator plans activities that provide opportunities for parents to participate in school and their child's educational experiences. These activities include, parent workshops, school activities, and special events for parents and students. She has parent resources that offer a variety of resources available for use at home. We invite you to come and talk with her or any staff member about the materials available for check-out.

Parent Right to Know Professional Qualifications

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

- Whether the student's teacher—
 - o has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - o 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 parents/guardians wish to request information concerning their child's teacher's qualification, contact the school principal.

Parent-Teacher Conferences

Parents are encouraged to contact the school to discuss a student's work. Teachers are available after school for such conferences. Please call in advance so that a meeting can be planned. The school may also initiate parent conferences during the school year, and your attendance at such conferences is encouraged.

Personal Property

The school is not responsible for loss or damage to personal property. Students should not bring to school such articles as cell phones, tape players, radios, expensive jewelry, caps, sports equipment, Nintendo players, and tapes, yo-yo's, large sums of money, etc. Items may be confiscated and returned at the school's discretion.

Playground Policy and Rules

Policy:

The time and day that recess will occur is left up to each classroom teacher. It is recommended that it be the opposite time of day from a special time when it is applicable. The time limit shall not exceed 20 minutes, and restroom and water breaks shall be built within this time limit. The administration or a teacher may

remove recess for disciplinary or academic reasons or for not following unstructured recess protocol. Recess will take place before 2:30 so early check-outs/dismissals and announcements can be done. The supervision of students at all times will be the responsibility of the teacher(s) on the playground area. Worth County Elementary School supports this unstructured break time as a positive reward that supports academics by rewarding students who meet established criteria.

Rules:

- Respect the private space of your peers;
- Absolutely no hitting, rough play, or fighting will be allowed;
- Sharing of games, swings, school equipment is encouraged and
- Any disrespect to rules will result in isolation during recess

Report Cards

Report cards are issued after each nine-week period. Parents' signatures verify that they have seen the report card, which should be returned promptly to the homeroom teacher.

School Grading Scale

90-100 A

80-89 B

74-79 C

70-73 D

0-69 F

School Meditation

Pursuant to an Act of the 1994 Georgia General Assembly. "In each public school classroom, the teacher in charge shall, at the opening of school upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all pupils therein assembled. (This) section is not intended to be and shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day."

School Safety

IN THE HALLWAYS AND CHANGING CLASSES

There should be no running, jumping, loud talking, or boisterous behavior in the halls. Students are expected to walk to the right at all times and keep their hands and objects to themselves.

FIRE DRILLS

In case of fire or other emergencies, a signal to evacuate the classrooms will be a continuous ringing of the bell. An evacuation plan is posted in each room, which shows the evacuation route for that particular

room. Students will walk silently in a single file to their designated areas and stand quietly with their teacher until signaled to return to class. If a fire should occur, the students are expected to listen carefully for instructions from firefighters or other designated persons.

SEVERE WEATHER/TORNADO DRILLS

An alarm bell will sound in case of a tornado or other severe weather. All students in the main building will move to their designated area. They will remain low to the floor, facing the wall, heads tucked and hands clasped over their heads. All doors and windows will be closed. When the Severe Weather/Tornado Warning is lifted, a bell will signal the students to return to normal routine.

Section 504

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

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

Special Education Records

IDEA (34 CFR 300.566) requires each local school system to maintain confidentiality documentation for those with access to special education records. All records and original files are maintained at WCBOE. Therefore, all requests, including parents or other agencies requesting special education records, must be made for these records through:

Special Needs Public School Options:

Worth County Special Education Dept. 103

Eldridge St.

Sylvester, GA. 31791

229-776-8600

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

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

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

Special Needs Private School Choice Options:

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

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

Cafeteria Policy

The school food service department provides nutritious, well-balanced meals. Monthly Menus are published in the local newspaper and at www.worthschools.net. **Breakfast and lunch are free for all students!** Parents may choose to give students money for extra food items or may place money in their student's account at www.paypams.com.

Special Menu Accommodations

A note from a doctor is required if the food service staff is to make menu adjustments due to food or milk allergies or diabetes.

Telephone

The office phone is only for school business. Any messages called to the school will be received by the staff and relayed to the student. We cannot interrupt the learning process to get students or teachers out of class to receive phone calls. Students will be allowed to use the phone only in cases of emergencies. **We ask that all student telephone messages must be received at school by 2:00.**

Textbooks

Students may be issued textbooks for which they are held responsible. The student must pay the school for the loss or destruction of the books. Report cards will be held until debts are cleared through the administration

Weapons

Possession of any item, which may be used as a weapon, is strictly prohibited. Such items are guns, knives, sharp objects, razor blades, chains, and any other object considered by authorities to be potentially dangerous. Explosives of any kind are prohibited, including firecrackers. The school may contact police authorities if the situation calls for legal assistance. Further information about weapons can be found in Board Policy JCDA.

Student Alcohol & Drug Use Policy--JCDAC

Students, Alcohol, and Drugs

It shall be the policy of the schools to take positive action through education, counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include, but not be limited to cocaine, marijuana, LSD, glue, alcohol, barbiturates, and anabolic steroids. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

It shall further be the policy of the Worth County Board of Education to provide age-appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and to provide information about effective techniques for resisting peer pressure to use illicit drugs or information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

Narcotics, Alcoholic Beverages and Stimulant Drugs

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind. The following violations will result in short and/or long-term suspension:

- On the school grounds during and immediately after school hours;
- On the school grounds at any time when the school is being used by any school group;
- Off the school grounds at a school activity, function, event and
- In route to and from school.

Compliance with these requirements is mandatory. Use of a drug authorized by a medical prescription from a physician shall not be considered a violation of this regulation. All prescription drugs shall be kept in the original container.

Procedure for Handling Incidents of Abuse

Procedure for handling incidents in the schools involving the possession, sale and/or use of drugs, alcohol or any other behavior affecting substance shall be as follows:

1. Definite assignments shall be given to personnel within the individual school.
 - The principal will be responsible for carrying out the policy and its supporting procedures within his/her school.
 - The principal will serve as the starting point for records, reports and inquiries relating to his/her
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school.

- Staff members will pass concerns to any of the school's administrative staff. Administrative staff members are the principal and assistant principals.
- 2. The names of students involved will not be released.
- 3. The parents of any involved students shall be contacted immediately.
- 4. Disciplinary action shall be specific.
- A student known to be in possession of such substances at school will be suspended from school for a minimum of five days.
- A student known to be under the influence of such substances shall be suspended from school for a minimum of five days. A physician note with written clearance shall precede a return to school.
- A student selling, buying, possessing, or disturbing alcoholic beverages or illegal drugs or who is attempting to sell, buy, or distribute same is subject to immediate expulsion and shall be reported to the board and appropriate law enforcement agency, subject to due process.
- 5. The schools will cooperate with the police department by making every effort to identify and report the source of supply, and by developing an in-service instruction program for staff members.
- 6. The schools will make every effort to help students having a drug problem by counseling, by drug abuse education, by cooperating with the city or county health department and individual physicians in appropriate health education and health care, and by other appropriate means.
- 7. A copy of this policy shall be provided to all parents and students.
- 8. There shall be a biennial review of this program to:
 - Determine its effectiveness and implement changes to the program if needed, and
 - Ensure that the disciplinary sanctions imposed by the policy are consistently enforced.

Legal Ref.: O.C.G.A. 3-3-21 et seq.; 19-7-6-1-20-2-142; 20-2-201 (b) 20 U.S.C. & 3171 et seq.; 34 C.F.R. Part 86

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS
UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) AND
THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

- Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, their own education records. Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
 - Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the
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district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent of student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
- File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Worth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

FERPA Directory Information Notice:

WSC has designated the following information as directory information:

- Student's name, address and telephone number;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at WCS and
- Awards received during the time enrolled in WCES.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents/guardians have advised the school system that they do not want their student's information disclosed without their prior written consent.

Parents/guardians have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians are also notified that from time to time students may be photographed, videotaped. Or interviewed by the news media at school or some school activity or event; unless a parent/guardian

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

Protection of Pupil Rights Amendment (PPRA) Notice:

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

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

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

A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent/guardian for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents/guardians shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent/guardian the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent/guardian of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose.) Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Principal shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instruments within a reasonable period of time after the request is received.

Bullying

The Worth County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 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.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.



CONFLICT

VS

BULLYING



Not all negative, socially unacceptable behavior is

BULLYING

CONFLICT is a natural part of life. **PEOPLE** view things **DIFFERENTLY** and have **DISAGREEMENTS** at times. It is important not to label **CONFLICT** or **FIGHTING** as **BULLYING**.

Schools use these guidelines to help determine if the situation is Conflict or Harrassment Intimidation or Bullying (HIB)
The school will take action in both cases.

CONFLICT

BULLYING

- ① Between Friends/Equals/Peers
- ② Spontaneous/Occasional
- ③ Accidental/Not Planned
- ④ Little or No Serious/Lasting Harm
- ⑤ Equal Emotional Reaction to the Incident
- ⑥ Not Done for Domination/Control
- ⑦ Sense of Remorse
- ⑧ Desire to Solve the Problem

- Not Friends/Imbalance of Power
- Repeated Over Time
- Intentional
- Physical/Emotional Harm
- Unequal Emotional Reaction to the Incident
- Seeking Control/ Possession/Domination
- No Remorse, Blames the Target
- No Effort to Solve the Problem



WORTH COUNTY SCHOOLS

WWW.WORTHSCHOOLS.NET



COMPLAINTS of DISCRIMINATION/HARASSMENT

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

The Title VI Coordinator is:

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

The Title IX Coordinator is:

Name or Title: Mr. Will Smith
Office Address: 103 Eldridge St.
Sylvester, GA 31791
Telephone Number: 229-776-8600

The Section 504 and Americans with Disabilities Act Coordinator is:

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

The Age Discrimination in Employment Act Coordinator is:

Name or Title: Mr. Will Smith
Office Address: 103 Eldridge St.
Sylvester, GA 31791
Telephone Number: 229-776-8600

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

Worth County Elementary School
Positive Behavior Intervention Program



Responsible
Attentive
Motivated
Students

How Do I Earn Extra Ram Bucks?



- 1. \$5 for Perfect Attendance Each Week**
 - 2. \$10 for Character Ed Students of the Month**
 - 3. \$25 for 9 Weeks Honor Roll (All "A's")**
 - 4. \$25 for Perfect Attendance Each 9 Weeks**
 - 5. Earn Ram Bucks for Lexia, iXL, AR, and Masters of Multiplication**
 - 6. Ram Bucks will also be awarded by your teacher at random for demonstrating good behavior, showing good character, and making good grades!**
-

We are RAMS!!!

RESPONSIBLE **A**TENTIVE **M**OTIVATED **S**TUDENTS!!!

Save Up Your Ram Bucks to Purchase the Following:



15 Minutes of Game Time

\$1



Wear Sunglasses Outside

\$1



Eat a Piece of Candy in Class

\$2



Wear a Hat to School

\$5



Wear Flip Flops to School

\$5



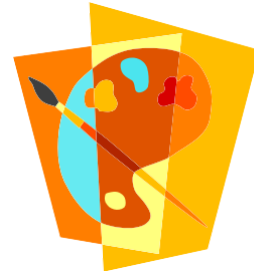
Ram Buck Cafe

\$10



30 Minutes of Comp. Lab

\$20



30 Minutes of Art

\$20



30 Minutes in Library

\$20



Be on the morning Announcements

\$20



30 Minutes in Music

\$20



30 Minutes Extra PE

\$40



One Hour with
Your Favorite Teacher

\$50






Eat Lunch with an Administrator

\$100

*****You must put your name on your Ram Bucks when you receive them. No Ram Bucks can be spent that do not have a name and no Ram Bucks will be accepted that have been altered in any way.**

Behavior Expectations

Worth County Elementary School **RAMS** will...

Expectations	Hallway	Restrooms	Cafeteria	Recess	Media Center	Gym
Be Responsible 	Line up and walk along the colored squares Face forward with hands by your side “4 S Line”	Respect other’s privacy Keep area clean	Get everything you need the first time through the line Maintain a “4 S line” and face forward when seated	Bring all equipment back inside Include others and play fair	Take care of books and all technology Use quiet voices	Wear appropriate shoes Enter quietly and have a seat
Be Attentive 	Respect the Quiet Zone Keep hands and feet to yourself When stopped, stand in your own square “4 S Line”	Flush toilet Wash hands Keep hands and feet to yourself	Use quiet voices Talk only to your elbow partner	Listen for adult instructions Share the equipment Be aware of activities going on around you	Use shelf markers Keep hands and feet to yourself	Listen for adult instructions Keep hands and feet to yourself Be aware of activities going on around you
Be Motivated 	Stay in a straight line Stay with the pack “4 S Line”	Get in, Get done, and Get out	Keep your area clean Sit on your bottom Raise hand and do not get up from your seat	Demonstrate positive sportsmanship Include others	Know your Lexile Level Have your barcode ready	Demonstrate positive sportsmanship Follow game rules

Parent and Student Acknowledgement Form



Worth County School District

Nehemiah Cummings, Superintendent

103 Eldridge Street
Sylvester, GA 31791

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

Right to Know Professional Qualifications of Teachers and Paraprofessional

July 8, 2024

Worth County Schools

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

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

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

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

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

Dear Parents,

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

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

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

Sincerely,

Steven D. Rouse
Federal Programs Director

Agenda, Student Handbook, and Code of Conduct

Dear Parent and Student:

After reviewing the contents of this agenda, including the Code of Conduct, please complete the information below and return to your child's teacher acknowledging that you have received and reviewed the information.

Thank you for taking the time to review our Student Code of Conduct. Due to circumstances beyond our control it may be necessary to add, delete or edit items in the Code of Conduct throughout the school year. If changes are made, you will be notified in writing.

_____ Student Name (Please Print)

_____ Parent Signature

_____ Date

_____ Homeroom Teacher



Tear this page out and return to Worth County Elementary School — Thank You!!!!
